

NOTICE OF REGULAR MEETING
OF THE
CHICKASHA CITY COUNCIL

In compliance with Title 25, Oklahoma Statutes, Section 301-314, the Oklahoma Open Meeting Act, including the posting of notice and agenda, be advised that the Chickasha City Council, Chickasha Municipal Authority, and Chickasha Municipal Airport Authority of the City of Chickasha, Oklahoma, will conduct a **REGULAR MEETING ON MONDAY, APRIL 19, 2021, AT 6:30 PM**. Said meeting will be held in the Council Chambers, City Hall, 117 North 4th Street, Chickasha, Oklahoma.

The City of Chickasha encourages participation from all its citizens. If participation is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if signing is not the necessary accommodation.

Agenda items are attached.

I, Susan M. McDaniel, City Clerk, posted this Agenda on the official City of Chickasha bulletin board in the Municipal Building, 117 North 4th Street Chickasha, OK, 73018, which is accessible to the public twenty-four hours each day at 9:00 a.m. on Friday, April 16, 2021.



Susan McDaniel

Sworn to and subscribed before me on this the day 16th day of April, 2021.

My Commission Expires:10-1-2022



Tracey Lynn Austin
Notary Commission

14008829

Notary Public, State of Oklahoma

CHICKASHA CITY COUNCIL

AGENDA

LOCATION OF MEETING
CITY HALL COUNCIL CHAMBERS
117 NORTH FOURTH STREET
CHICKASHA, OKLAHOMA 73018

TIME OF MEETING
6:30 PM

DATE OF MEETING
APRIL 19, 2021

- 1. Call to Order / Roll Call / Opening Prayer / Pledge of Allegiance.**
 - a. Motion and Second that Council adjourn sine die.
 - b. Oath of Office administered to incoming Council Members by City Attorney. (Following Council Members will sign necessary documents and then assume their seats at the Council table.)
 - c. Call to Order and Roll Call.
- 2. Citizen Comments.**
- 3. Council Communications.**
 - a. Presentation to out going council members.
 - b. Selection of Mayor Pro Tempore
- 4. Consent Docket:**
 - a. Acceptance of the Minutes of the April 5, 2021 regular meeting.
 - b. Acceptance of the Claims List.
 - c. Acceptance of Financials for March 2021
- 5. Discussion/Approval of Items Removed from Consent Docket:**

6. Discussion and Consideration

- a. Discussion, consideration and possible action to approve the Bid CMA-2102 for W.E.B. Construction for the Grand Development Phase 1 project in the amount of \$495,105.00.
- b. Discussion, consideration and possible action to approve the Final Plat for Shadow Valley Phase 3.
- c. Discussion, consideration and possible action to approve a city-wide yard sale for the City of Chickasha for May 6th, 7th and 8th, 2021 and waive the permit requirements for this event.
- d. Discussion, consideration and possible action to enter into an agreement for recruitment services with Strategic Government Resources for the search of a City Manager.
- e. Discussion, consideration and possible action to award RFP for broker services to INSURICA.

7. Executive Session:

8. Motion to Adjourn.



City of
CHICKASHA

Meeting Type: Council Agenda 4-19-2021

Meeting Date: 4/19/2021

Department: City Clerk

Agenda Item No. 1.a.

AGENDA ITEM: Motion and Second that Council adjourn sine die.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 19, 2021	(From)		

V. ATTACHMENTS:



City of
CHICKASHA

Meeting Type: Council Agenda 4-19-2021

Meeting Date: 4/19/2021

Department: City Clerk

Agenda Item No. 1.b.

AGENDA ITEM: Oath of Office administered to incoming Council Members by City Attorney.
(Following Council Members will sign necessary documents and then assume their seats at the Council table.)

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 19, 2021	(From)		

V. ATTACHMENTS:



City of
CHICKASHA

Meeting Type: Council Agenda 4-19-2021

Meeting Date: 4/19/2021

Department: City Clerk

Agenda Item No. 1.c.

AGENDA ITEM: Call to Order and Roll Call.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 19, 2021	(From)		

V. ATTACHMENTS:



City of
CHICKASHA

Meeting Type: Council Agenda 4-19-2021

Meeting Date: 4/19/2021

Department: City Clerk

Agenda Item No. 3.a.

AGENDA ITEM: Presentation to out going council members.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Susan M. McDaniel, City Clerk	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 19, 2021	(From)		

V. ATTACHMENTS:



City of
CHICKASHA

Meeting Type: Council Agenda 4-19-2021

Meeting Date: 4/19/2021

Department: City Clerk

Agenda Item No. 3.b.

AGENDA ITEM: Selection of Mayor Pro Tempore

I. BACKGROUND/DESCRIPTION:

City Codes require a selection of a Mayor Pro Tempore after each election. This position acts as Mayor in the Mayor's absence.

II. RECOMMENDED ACTION:

The Mayor puts forth Council Member Zachary Grayson as the nomination for the Mayor Pro Tempore.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Susan M. McDaniel, City Clerk	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 19, 2021	(From)		

V. ATTACHMENTS:



City of
CHICKASHA

Meeting Type: Council Agenda 4-19-2021

Meeting Date: 4/19/2021

Department: City Clerk

Agenda Item No. 4.a.

AGENDA ITEM: Acceptance of the Minutes of the April 5, 2021 regular meeting.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept Minutes of the April 5, 2021 regular meeting.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Susan M. McDaniel, City Clerk	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 19, 2021	(From)		

V. ATTACHMENTS:

1. City 4-5-2021

April 5, 2021

The **REGULAR** meeting of the **CHICKASHA CITY COUNCIL** was held in the council chambers in city hall on the 5th day of April 2021 as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Mayor Mosley called the meeting to order at 6:30 p.m.

ITEM 1. Call to Order / Roll Call / Opening Prayer / Pledge of Allegiance

MAYOR AND COUNCIL

PRESENT: Chris Mosley, Mayor
Kimberly Loggins, Vice-Mayor
Jim Hopkins
Oscar Nelson
Zachary Grayson
R. P. Ashanti-Alexander
Brian Gerdes
David Sikes

ABSENT: ClarkVanDyck

STAFF

PRESENT: Leasa Furr, Asst. City Manager
Amanda Mullins, City Attorney
Susan McDaniel, City Clerk
K. D. Rowell, Police Chief
Tony Samaniego, Fire Chief
Lillie Huckaby, Library Director
Rachel Bernish, Community Development Director
Shae Mortimer, Marketing & Civic Engagement Manager

Council Member Loggins gave the invocation and Council Member Sikes lead the Pledge of Allegiance.

ITEM 2. **Citizen Comments:**

(City Council Rules and Regulations limit visitor comments to a maximum of three minutes.)

ITEM 3. **Council Communications.**

- a. Presentation of Retirement Watch to Rodney Peters, Chickasha Fire Department.
- b. Presentation from the Oklahoma Law Enforcement Accreditation.
- c. Presentation by Oklahoma LED for conversion to all LED lighting at City of Chickasha facilities.

Council Member Ashanti-Alexander commented about train blocking road again and limb pickups.

ITEM 4. **Consent Docket: ITEM 4a through ITEM 4d.**

ITEM 4a. **Acceptance of the minutes of the March 1, 2021 regular meeting, the minutes of the March 4, 2021 Special meeting, and the minutes of the March 9, 2021 Special meeting.**

ITEM 4b. **Acceptance of Claims Lists.**

ITEM 4c. **Acceptance of Financials for February 2021.**

ITEM 4d. **Acceptance of Resolution 2021-05R amending the FY20-21 Budget.**

*Motion by Council Member Sikes, second by Council Member Ashanti-Alexander to approve the Consent Docket: ITEM 4a thru Item 4d.

Roll call vote:

Ayes:" Hopkins, Nelson, Sikes, Grayson, Ashanti-Alexander, Gerdes, Loggins and Mosley.

"Nays:" None

"Abstain:" None.

Motion carried. 8-0

ITEM 5. **Discussion/Approval of Items Removed from Consent Docket:**

No Action Taken.

ITEM 6. **Discussion and Consideration Items:**

ITEM6a. **Discussion, consideration and possible action to approve funding, enter into a contract with SeeClickFix for a City of Chickasha**

branded mobile app and authorize staff to execute the necessary documents.

*Motion by Council Member Loggins and second by Council Member Ashanti-Alexander to approve expense and authorize staff to execute the document to enter into an agreement with SeeClickFix to develop a City of Chickasha branded mobile app.

Roll call vote:

“Ayes:” Loggins.
“Nays:” Hopkins, Nelson, Sikes, Grayson, Ashanti-Alexander, Gerdes and Mosley.
“Abstain:” None.
Motion failed. 1-7

ITEM 6b. Discussion, consideration and possible action to approve Ordinance 2021-09 – Use on Review Permit for a Cell phone tower at 1224 S. 3rd Street.

*Motion by Council Member Loggins and second by Council Member Grayson to approve Ordinance 2021-09 as presented.

Roll call vote:

“Ayes:” Hopkins, Nelson, Sikes, Grayson, Ashanti-Alexander, Loggins, Gerdes and Mosley.
“Nays:” None.
“Abstain:” None.
Motion passed. 8-0

ITEM 6c. Discussion, consideration and possible action to approve Ordinance 2021-08 – Use on Review Permit for a Cell phone tower at 527 E. Choctaw for Johnsons Rentals.

*Motion by Council Member Loggins and second by Council Member Sikes to approve Ordinance 2021-08 as presented.

Roll call vote:

“Ayes:” Loggins, Hopkins, Nelson, Sikes, Grayson, Ashanti-Alexander, Gerdes and Mosley.
“Nays:” None.
“Abstain:” None.
Motion passed. 8-0

ITEM 6d. Discussion, consideration, and possible action to approve the Release of Lien on 318 S. 8th Street.

City Council Meeting 4-5-2021
6:30 p.m.

*Motion by Council Member Nelson and second by Council Member Sikes to approve the Release of Lien on 318 S. 8th Street.

Roll call vote:

“Ayes:” Gerdes, Sikes, Loggins, Hopkins, Nelson, Grayson, Ashanti-Alexander and Mosley.

“Nays:” None.

“Abstain:” None.

Motion passed. 8-0

ITEM 6e. Discussion, consideration, and possible action to accept the quote from Shor-Line to remove and install new kennel runs and mobile/stationary cages in the Chickasha Animal Shelter in an amount not to exceed \$89,000.

*Motion by Council Member Ashanti-Alexander and second by Council Member Gerdes to accept the quote from Shor-Line in an amount not to exceed \$89,000 and authorize Interim City Manager to enter into the contract with Shor-Line for the replacement of the kennel runs and mobile/stationary cages.

Roll call vote:

“Ayes:” Sikes, Loggins, Hopkins, Nelson, Grayson, Ashanti-Alexander, Gerdes and Mosley.

“Nays:” None.

“Abstain:” None.

Motion passed. 8-0

ITEM 6f. Discussion, consideration, and possible action to approve the YMCA use of the pool for the 2021 Summer pool season.

*Motion by Council Member Loggins and second by Council Member Hopkins to approve the contract as presented.

Roll call vote:

“Ayes:” Loggins, Hopkins, Nelson, Grayson, Ashanti-Alexander, Gerdes, Sikes and Mosley.

“Nays:” None.

“Abstain:” None.

Motion passed. 8-0

ITEM 6g. Discussion, consideration, and possible action to renew the concession services contract for the Chickasha Sports Complex with JW Concessions for the 2021-2022 Fiscal Year.

City Council Meeting 4-5-2021
6:30 p.m.

*Motion by Council Member Sikes and second by Council Member Ashanti-Alexander to approve the renewal of the contract with JW Concession LLC for concession services at the Sports Complex and authorize Staff to execute the documents.

Roll call vote:

“Ayes:”	Loggins, Hopkins, Nelson, Ashanti-Alexander, Sikes and Mosley.
“Nays:”	None.
“Abstain:”	Grayson, Gerdes.
Motion passed.	6-0-2

ITEM 6h. **Discussion, consideration, and possible action to approve Ordinance 2021-07, an Ordinance of the Mayor and Council of the City of Chickasha, Grady County, State of Oklahoma, amending the Code of Ordinances of the City of Chickasha by repealing Section 36-94 – Covid-19 Face Mask requirement of Article IV of Chapter 36 of the Code of Ordinances of the City of Chickasha, Oklahoma, providing for severability and declaring an emergency.**

*Motion by Council Member Loggins and second by Council Member Hopkins to approve Ordinance 2021-07 as presented.

Roll call vote:

“Ayes:”	Loggins, Hopkins, Nelson, Grayson, Gerdes, Sikes and Mosley.
“Nays:”	Ashanti-Alexander.
“Abstain:”	None.
Motion passed.	7-1

ITEM 6i. **Discussion, consideration, and possible action to pass the Emergency Clause of Ordinances 2021-07.**

*Motion by Council Member Hopkins and second by Council Member Sikes to accept the Emergency Clause of Ordinance 2021-07 as presented.

Roll call vote:

“Ayes:”	Loggins, Hopkins, Nelson, Grayson, Ashanti-Alexander, Gerdes, Sikes and Mosley.
“Nays:”	None.
“Abstain:”	None.
Motion passed.	8-0

ITEM 6j. **Discussion, consideration, and possible action to enter into an agreement for recruitment services with Strategic Government Resources for the search of a City Manager.**

City Council Meeting 4-5-2021
6:30 p.m.

*Motion by Council Member Ashanti-Alexander and second by Council Member Hopkins to enter into a contract for professional services with Strategic Government Resources.

**Amended motion by Council Member Grayson and second by Council Member Ashanti-Alexander to table the item.

Roll call vote:

“Ayes:” Loggins, Hopkins, Nelson, Grayson, Ashanti-Alexander, Gerdes, Sikes and Mosley.

“Nays:” None.

“Abstain:” None.

Motion passed. 8-0

ITEM 6k. Discussion, consideration, and possible action to approve the request for a Special Event Permit for Applicant Barbara Pelly for the Relay for Life.

*Motion by Council Member Ashanti-Alexander and second by Council Member Grayson to approve the Permit as presented.

**Motion by Council Member Ashanti-Alexander and second by Council Member Grayson to approve the Permit upon presentation of a Certificate of Liability Insurance name the City of Chickasha as additional insured for the day of the event on June 5, 2021.

Roll call vote:

“Ayes:” Loggins, Hopkins, Nelson, Grayson, Ashanti-Alexander, Gerdes, Sikes and Mosley.

“Nays:” None.

“Abstain:” None.

Motion passed. 8-0

ITEM 7. Executive Session:

No Items Presented.

ITEM 8 Adjournment:

Motion by Council Member Nelson and second by Council Member Ashanti-Alexander to adjourn the meeting.

Meeting adjourned.

City Council Meeting 4-5-2021
6:30 p.m.

TIME: 7:26 P.M.

Chris Mosley, Mayor

ATTEST:

Susan M. McDaniel, City Clerk

Approved this 19th day of April 2021.



City of
CHICKASHA

Meeting Type: Council Agenda 4-19-2021

Meeting Date: 4/19/2021

Department: Finance

Agenda Item No. 4.b.

AGENDA ITEM: Acceptance of the Claims List.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept Claims List

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Leasa Furr, Asst. City Manager	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 19, 2021	(From)		

V. ATTACHMENTS:

1. AP Council Report 4-19-21

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	GENERAL FUND	CITY OF CHICKASHA	WORKERS COMPENSATION TRANS	36,689.24
		CITY OF CHICKASHA	PROPERTY LIABILITY TRAN -	11,250.00
		CITY OF CHICKASHA	COMPENSATED ABSENCES TRANS	8,071.84
			TOTAL:	56,011.08
ADMINISTRATION	GENERAL FUND	STAR TROPHY & SPORTS	NAME PLATES/PLAQUES	150.00
		TRANSFER ACCOUNT	FICA	451.52
			MEDICARE	105.59
		OPTIONS COUNSELING SERVICE, INC.	EMPLOYEE ASSIS - MARCH	339.00
			TOTAL:	1,046.11
FIRE ADMINISTRATION	GENERAL FUND	SUDDENLINK	ACCT 07705-103518-01-6	144.86
		FUELMAN	FUEL CARD - MARCH	237.39
		VERIZON WIRELESS	FIRE 02/16-03/15	0.00
		EXPRESS STAR	YEARLY SUBSCRIPTION	81.00
		PUBLIC SERVICE COMPANY OF OKLAHOMA	MARCH SERVICES	753.84
		OKLAHOMA FIREFIGHTERS	FIRE PENSION	770.08
		CENTERPOINT ENERGY	MARCH SERVICES	0.00
			FEBRUARY SERVICE	0.00
		AT&T	ACCT: 405 222-2289 685 9	332.30
			ACCT: 405 222-2289 685 9	0.00
		TRANSFER ACCOUNT	FICA	36.80
			MEDICARE	84.85
		DUNCAN OVERHEAD DOOR OF CHICKASHA	6" TORSION SPRING	540.00
			LABOR	285.00
			TORSION SPRING	540.00
			LABOR	285.00
			TOTAL:	4,091.12
POLICE ADMINISTRATION	GENERAL FUND	FUELMAN	FUEL CARD - MARCH	129.89
		ANDREW KAMMERLOCHER	REIMBURSEMENT	200.00
		PUBLIC SERVICE COMPANY OF OKLAHOMA	MARCH SERVICES	800.39
		OKLAHOMA POLICE PENSION &	POLICE PENSION	400.00
		CENTERPOINT ENERGY	MARCH SERVICE	0.00
		TRANSFER ACCOUNT	FICA	499.78
			MEDICARE	116.88
		EXPRESS TIRE BRAKE & ALIG	REPAIRS & TIRES	875.20
		GRADY MEMORIAL HOSPITAL	BLOOD KIT	23.00
		UNIFIRST HOLDINGS, L.P.	UNIFORMS	0.00
			UNIFORMS	102.36
			TOTAL:	3,147.50
CEMETERY SERVICES	GENERAL FUND	WYNN, JEFFREY	CEMETERY MAINT - FEBRUARY	8,186.33
			CEMETARY INTERMENTS - FEBR	2,237.50
			TOTAL:	10,423.83
HUMAN RESOURCES	GENERAL FUND	TRANSFER ACCOUNT	FICA	59.92
			MEDICARE	14.01
			TOTAL:	73.93
LIBRARY	GENERAL FUND	OUHSC, DEPT. OF GERIATRICS	OHAI: 2 PROGRAMS	1,500.00
		PUBLIC SERVICE COMPANY OF OKLAHOMA	MARCH SERVICES	317.01
		CENTERPOINT ENERGY	MARCH SERVICE	0.00
		TRANSFER ACCOUNT	FICA	446.47
			MEDICARE	104.41
		MCI WORLDCOM	SERVICE CHARGES	89.70

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		FINDAWAY WORLD, LLC	WONDERBOOKS	989.79
			PLAYAWAYS	1,000.00
			TOTAL:	4,447.38
STREET & STORM DRAINAG	GENERAL FUND	FUELMAN	FUEL CARD - MARCH	0.00
		EXPRESS SERVICES INC	CONTRACT LABOR	376.38
			COTRACT LABOR	250.92
			CONTRACT LABOR	609.28
			CONTRACT LABOR	761.60
			CONTRACT LABOR	761.60
			CONTRACT LABOR	620.33
			CONTRACT LABOR	620.33
			CONTRACT LABOR	568.06
		PUBLIC SERVICE COMPANY OF OKLAHOMA	MARCH SERVICES	8,335.38
		TRANSFER ACCOUNT	FICA	449.25
			MEDICARE	105.06
		UNIFIRST HOLDINGS, L.P.	UNIFORMS	203.34
			TOTAL:	13,661.53
FLEET MAINTENANCE	GENERAL FUND	TRANSFER ACCOUNT	FICA	87.54
			MEDICARE	20.47
			TOTAL:	108.01
ACCOUNTING SERVICES	GENERAL FUND	CULLIGAN/WRIGHT WATER	WATER FOR OFFICE	60.00
		TRANSFER ACCOUNT	FICA	317.36
			MEDICARE	74.22
		CRAWFORD AND ASSOCIATES PC	Professional Services	13,356.65
			TOTAL:	13,808.23
COMM DEVEL/PLANNING SE	GENERAL FUND	TRANSFER ACCOUNT	FICA	201.47
			MEDICARE	47.12
			TOTAL:	248.59
GENERAL GOVERNMENT	GENERAL FUND	IRON MOUNTAIN INC.	MONTHLY SHREDDING SERVICE	85.99
		QUADIENT LEASING USA, INC	MARCH SERVICES- INV:N82339	324.93
			TOTAL:	410.92
BUILDING SERVICES	GENERAL FUND	FUELMAN	FUEL CARD - MARCH	0.00
		TRANSFER ACCOUNT	FICA	178.57
			MEDICARE	41.76
			TOTAL:	220.33
FIRE OPERATIONS	GENERAL FUND	CONRAD FIRE	SHOP SUPPLIES	9.11
			TRAVEL TIME	194.72
			LABOR	455.69
		FUELMAN	FUEL CARD - MARCH	1,004.92
		TRIPLETT, TRAVIS	HOTEL	100.00
			MEALS	40.00
		CHARLES ALLEN FORD	REPLACE THERMOSTAT	585.00
			THERMOSTAT ASSEMBLY	49.82
			ANTI FREEZE	31.42
			SHOP MATERIAL	25.00
		OKLAHOMA FIREFIGHTERS	FIRE PENSION	8,772.74
		TRANSFER ACCOUNT	MEDICARE	999.47
		INTEGRIS EMPLOYEE HEALTH	DYLAN PEARSON PHYSICAL	64.47
		UNIFIRST HOLDINGS, L.P.	UNIFORMS	0.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			SUPPLIES & UNIFORMS	0.00
			TOTAL:	12,332.36
PATROL SERVICES	GENERAL FUND	AT&T	INTERNET SERVICE-MAR 26-AP	73.03
		FUELMAN	FUEL CARD - MARCH	2,020.73
		VERIZON WIRELESS	PD 02/13-03/12	0.00
			PD 02/13-03/12	0.00
		OKLAHOMA POLICE PENSION &	POLICE PENSION	5,049.21
		TRANSFER ACCOUNT	FICA	2,489.05
			MEDICARE	582.13
			TOTAL:	10,214.15
INVESTIGATIONS	GENERAL FUND	OKLAHOMA POLICE PENSION &	POLICE PENSION	844.30
		TRANSFER ACCOUNT	FICA	406.47
			MEDICARE	95.06
			TOTAL:	1,345.83
ANIMAL CONTROL	GENERAL FUND	PUBLIC SERVICE COMPANY OF OKLAHOMA	MARCH SERVICES	0.00
		CENTERPOINT ENERGY	FEBRUARY SERVICE	0.00
		TRANSFER ACCOUNT	FICA	173.48
			MEDICARE	40.57
			TOTAL:	214.05
MUNICIPAL COURT	GENERAL FUND	TRANSFER ACCOUNT	FICA	69.96
			MEDICARE	16.36
			TOTAL:	86.32
DISPATCH SERVICES	GENERAL FUND	PUBLIC SERVICE COMPANY OF OKLAHOMA	MARCH SERVICES	0.00
		TRANSFER ACCOUNT	FICA	312.35
			MEDICARE	73.05
			TOTAL:	385.40
NEIGHBORHOOD SERVICES	GENERAL FUND	FUELMAN	FUEL CARD - MARCH	115.39
		TRANSFER ACCOUNT	FICA	65.22
			MEDICARE	15.25
			TOTAL:	195.86
PARK MAINTENANCE	GENERAL FUND	MISC ONE-TIME V WALLER ICE	ICE	211.50
		VERIZON WIRELESS	PARKS 02/13-03/12	0.00
		EXPRESS SERVICES INC		1,627.50
			CONTRACT LABOR	501.84
			CONTRACT LABOR	1,554.31
			CONTRACT LABOR	752.08
			CONTRACT LABOR	1,055.96
			CONTRACT LABOR	1,191.87
			CONTRACT LABOR	446.08
			CONTRACT LABOR	1,129.14
			CONTRACT LABOR	557.60
			CONTRACT LABOR	557.60
			CONTRACT LABOR	568.06
			CONTRACT LABOR	334.56
			CONTRACT LABOR	641.24
			CONTRACT LABOR	829.43
		PUBLIC SERVICE COMPANY OF OKLAHOMA	MARCH SERVICES	1,360.77
		STANDRIDGE EQUIPMENT CO	MOWER PARTS	2,868.80
		CENTERPOINT ENERGY	MARCH SERVICE	0.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		AT&T	ACCT: 405 224-0374 341 7	0.00
		TRANSFER ACCOUNT	FICA	355.75
			MEDICARE	83.21
		ALERT 360	ACCT: 008174039	0.00
		UNIFIRST HOLDINGS, L.P.	UNIFORMS	80.54
			TOTAL:	16,707.84
SPORTS COMPLEX	GENERAL FUND	PUBLIC SERVICE COMPANY OF OKLAHOMA	MARCH SERVICES	2,553.84
		CENTERPOINT ENERGY	MARCH SERVICE	339.92
			FEBRUARY SERVICE	0.00
		TRANSFER ACCOUNT	FICA	118.07
			MEDICARE	27.61
		UNIFIRST HOLDINGS, L.P.	SUPPLIES & UNIFORMS	0.00
			UNIFORMS	0.00
			TOTAL:	3,039.44
DONATIONS	DONATIONS FUND	MCGILL MICHAEL	REPAIR STATION 1 FLOOR	2,500.00
			TOTAL:	2,500.00
NON-DEPARTMENTAL	EMERGENCY MED SERV	CITY OF CHICKASHA	WORKERS COMPENSATION TRANS	8,833.33
		CITY OF CHICKASHA	PROPERTY LIABILITY TRAN -	450.00
		CITY OF CHICKASHA	COMPENSATED ABSENCES TRANS	656.00
			TOTAL:	9,939.33
EMERGENCY MEDICAL	SERV EMERGENCY MED SERV	ZOLL MEDICAL CORPORATION	CIRCUITS/ELECTRODES	1,400.25
		FUELMAN	FUEL CARD - MARCH	2,244.45
			FUEL CARD	0.00
		CHICKASHA INDUSTRIAL & WE	YEARLY OXYGEN LEASE	1,413.00
		OKLAHOMA FIREFIGHTERS	FIRE PENSION	3,252.68
		TRANSFER ACCOUNT	MEDICARE	407.98
		INTEGRIS EMPLOYEE HEALTH	PENSION PHYSICAL	125.25
			PENSION PHYSICALS	2,925.00
		RAM SOFTWARE SYSTEMS	JANUARY REVENUE	4,593.07
			FEBRUARY BILLING	4,781.82
			TOTAL:	21,143.50
CHICKASHA INDUSTRIAL A	CHICKASHA INDUST A	PUBLIC SERVICE COMPANY OF OKLAHOMA	MARCH SERVICES	94.57
		TRANSFER ACCOUNT	FICA	148.17
			MEDICARE	34.65
			TOTAL:	277.39
EMERGENCY 911	E-911 FUND	SUDDENLINK	ACCT 07705-110745-01-6	362.32
		AT&T	MARCH INV	200.00
		PUBLIC SERVICE COMPANY OF OKLAHOMA	MARCH SERVICES	20.13
		AT&T	ACCT: 405 103-0017 062 8	83.04
			ACCT: 405 521-1548 031 3	0.00
		AT&T	ACCT: 405 103-0017 062 8	0.00
			ACCT: 4100728394589	0.00
			TOTAL:	665.49
NON-DEPARTMENTAL	CHICKASHA MUNICIPA	CITY OF CHICKASHA	WORKERS COMPENSATION TRANS	5,074.84
		CITY OF CHICKASHA	PROPERTY LIABILITY TRAN -	13,750.00
		CITY OF CHICKASHA	COMPENSATED ABSENCES TRANS	388.33
			TOTAL:	19,213.17
UTILITY BILLING	CHICKASHA MUNICIPA	DATAPROSE	MONTHLY BILLING INV: DP200	3,761.95

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		TRANSFER ACCOUNT	FICA	176.38
			MEDICARE	41.25
		UNIFIRST HOLDINGS, L.P.	UNIFORMS	0.00
			TOTAL:	3,979.58
CMA - CAPITAL PROJECTS	CHICKASHA MUNICIPAL	OKLAHOMA CONTRACTORS SUPP	MISC. METER TAP PARTS	2,777.00
		CARDINAL ENGINEERING/LEMKE SURVEYING	CDBG GRANT PAYMENT	3,531.33
			TOTAL:	6,308.33
CMA GENERAL	CHICKASHA MUNICIPAL	TYLER TECHNOLOGIES	CASH COLLECTION MAINT.	1,402.47
		BANK OF OKLAHOMA	Bond Trustee Fees	2,000.00
		AT&T	ACCT: 405 146-5584 127 0	1,824.00
			TOTAL:	5,226.47
PUBLIC WORKS ADMIN	CHICKASHA MUNICIPAL	FUELMAN	FUEL CARD - MARCH	66.68
		EXPRESS SERVICES INC	COTRACT LABOR	418.20
			CONTRACT LABOR	529.72
			CONTRACT LABOR	426.56
			CONTRACT LABOR	236.98
			CONTRACT LABOR	557.60
			CONTRACT LABOR	599.42
			CONTRACT LABOR	557.60
			CONTRACT LABOR	599.42
		TRANSFER ACCOUNT	FICA	174.70
			MEDICARE	40.86
			TOTAL:	4,207.74
SANITATION DEPARTMENT	CHICKASHA MUNICIPAL	C L BOYD	BULLDOZER RENTAL	1,312.20
		KSM EXCHANGE LLC	AIR CURTIAN INCERATOR	5,750.00
			EXCAVATOR RENTAL	5,000.00
		TRANSFER ACCOUNT	FICA	105.03
			MEDICARE	24.56
		UNIFIRST HOLDINGS, L.P.	UNIFORMS	24.12
		WASTE CONNECTIONS OF CHICKASHA	MARCH SERVICES	167,829.99
				0.00
				0.00
				0.00
		SUMMIT TRUCK GROUP	FANDRIVE AND BELT	1,863.93
			TOTAL:	181,909.83
WATER PLANT	CHICKASHA MUNICIPAL	PUBLIC SERVICE COMPANY OF OKLAHOMA	MARCH SERVICES	2,425.82
		CENTERPOINT ENERGY	MARCH SERVICE	153.92
			FEBRUARY/ MARCH SERVICE	0.00
		OKLAHOMA WATER RESOURCES	ANNUAL WATER RIGHTS FEE	150.00
			TOTAL:	2,729.74
WASTEWATER PLANT	CHICKASHA MUNICIPAL	PUBLIC SERVICE COMPANY OF OKLAHOMA	MARCH SERVICES	3,473.95
		CENTERPOINT ENERGY	MARCH SERVICE	0.00
			TOTAL:	3,473.95
LINE MAINTENANCE DEPT	CHICKASHA MUNICIPAL	ABSOLUTE PLUMBING LLC	SHERWIN WILLIAMS SEWER	7,000.00
		FUELMAN	FUEL CARD -MARCH	0.00
			FUEL CARD	0.00
		VERIZON WIRELESS	PUBLIC WORKS 02/13-03/12	234.31
		TRANSFER ACCOUNT	FICA	476.46
			MEDICARE	111.43

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		UNIFIRST HOLDINGS, L.P.	UNIFORMS	134.54
			SUPPLIES & UNIFORMS	0.00
			TOTAL:	7,956.74
BUILDING MAINTENANCE	CHICKASHA MUNICIPAL	SUDDENLINK	ACCT 07705-104505-01-2	183.58
		AT&T	MARCH INV	0.00
		AT&T	831-000-6296-169	276.96
			831-000-6296-174	570.56
		FUELMAN	FUEL CARD- MARCH	76.17
		VERIZON WIRELESS	PARKS 02/23-03/22	160.04
		PUBLIC SERVICE COMPANY OF OKLAHOMA	MARCH SERVICES	1,040.11
		DEHART AIR CONDITIONING AND ELECTRONIC	PREV. MAINT.	4,474.58
		CENTERPOINT ENERGY	MARCH SERVICE	0.00
			FEBRUARY SERVICE	0.00
		AT&T	ACCT: 405 224-3486 613 8	190.46
			ACCT: 405 224-0305 620 8	190.46
			ACCT: 405 224-0026 586 9	2,892.56
			ACCT: 405 224-0464	257.92
			ACCT: 405 222-6002 725 0	0.00
			ACCT: 405 146-5567	0.00
			ACCT: 405 224-1415 725 0	169.46
		TRANSFER ACCOUNT	FICA	70.53
			MEDICARE	16.49
		ALERT 360	ACCT: 00863636	77.70
		OMAG	DEDUCTIBLE - CAMPOPIANO	3,000.00
		UNIFIRST HOLDINGS, L.P.	UNIFORMS	13.60
		AT&T	ACCT: 405 222 6002 725 0	35,247.06
			ACCT: 405 146-5567	0.00
			ACCT: 410 016 6264 440	0.00
		STORAGE 'R' US	INV# 13417	185.00
			TOTAL:	49,093.24
NON-DEPARTMENTAL	AIRPORT	CITY OF CHICKASHA	WORKERS COMPENSATION TRANS	433.33
		CITY OF CHICKASHA	PROPERTY LIABILITY TRAN -	2,083.33
		CITY OF CHICKASHA	COMPENSATED ABSENCES TRANS	66.67
			TOTAL:	2,583.33
AIRPORT	AIRPORT	FUELMAN	FUEL CARD - MARCH	79.43
			FUEL CARD -	0.00
		PUBLIC SERVICE COMPANY OF OKLAHOMA	MARCH SERVICES	914.03
		CENTERPOINT ENERGY	MARCH SERVICE	0.00
			FEBRUARY SERVICE	0.00
			FEBRUARY SERVICE	0.00
		TRANSFER ACCOUNT	FICA	125.11
			MEDICARE	29.26
		WILLIAM MARVIN JOHNSON LLC	AWOS INVOICE MARCH 2020	300.00
		UNIFIRST HOLDINGS, L.P.	UNIFORMS	92.46
			TOTAL:	1,540.29
CAPITAL PROJECTS	CAPITAL PROJECTS	SF FIRST NATIONAL BANK & TRU	MARCH PAYMENT	5,029.00
			TOTAL:	5,029.00
STREET & ALLEY	STREET AND ALLEY	F SIGNAL SYSTEM MANAGEMENT INC	INVOICE: SSM-269 MARCH	2,500.00
			TOTAL:	2,500.00
POLICE BOND	POLICE BOND FUND	CITY OF CHICKASHA	POLICE TRAINING FUND - MAR	667.37

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		CITY OF CHICKASHA	ADMIN FEE -MARCH	917.63
			FINE/FINE -MARCH	13,659.00
			TECH FEE -MARCH	30.00
			TECH FEE 15 MARCH	1,193.74
			CODE ENF MARCH	240.00
		OKLAHOMA BUREAU OF NARCOTICS	DRUG EDUCATION FEES	5.00
			TOTAL:	16,712.74
COMBINED INSURANCE	COMBINED	INSURANCE CITY OF CHICKASHA UMR BILLING OMAG	CITY OF CHICKASHA UMR BILL	250.00
			QRTLY PREM - PROPERTY	25,220.50
			QRTLY PREM - GEN LIAB & A	24,345.75
			TOTAL:	49,816.25
COMPENSATED ABSENCES	COMPENSATED ABSENC	TRANSFER ACCOUNT	FICA	60.47
			MEDICARE	368.73
			TOTAL:	429.20
NON-DEPARTMENTAL	AP/PAYROLL CASH FU	TRIBAL CHILD SUPPORT		25.00
				EPARTM
				ENT OF
				HUMAN
				SERVIC
				ES
169.23	151.75	187.56	100.00	
		OKLAHOMA FIREFIGHTERS	FIRE PENSION	8,225.68
		OKLAHOMA POLICE PENSION & TRANSFER ACCOUNT	POLICE PENSION	3,872.94
			ENTITY 0037102001	4,060.00
			FEDERAL WITHHOLDING	29,650.97
			STATE INCOME TAX	9,222.00
			FICA	8,055.88
			MEDICARE	3,722.29
		JOHN HARDEMAN, TRUSTEE		273.23
		CITY OF CHICKASHA FLEX SPENDING ACCOUT	UNREIMBURSED MEDICAL 23-19	1,047.49

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	POLICE BOND FUND	ACEBO, ANGELA N	CT REFUNDS	28.00
			TOTAL:	68,972.02

===== FUND TOTALS =====

11	GENERAL FUND	152,219.81
20	DONATIONS FUND	2,500.00
23	EMERGENCY MED SERV FUND	31,082.83
25	CHICKASHA INDUST AUTH	277.39
27	E-911 FUND	665.49
31	CHICKASHA MUNICIPAL AUTH	284,098.79
39	AIRPORT	4,123.62
52	CAPITAL PROJECTS FUND	5,029.00
54	STREET AND ALLEY FUND	2,500.00
64	POLICE BOND FUND	16,740.74
71	COMBINED INSURANCE	49,816.25
72	COMPENSATED ABSENCES FUND	429.20
99	AP/PAYROLL CASH FUND	68,944.02

GRAND TOTAL: 618,427.14

TOTAL PAGES: 8

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 99-AP VENDOR LIST
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 4/07/2021 THRU 4/20/2021
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 4/07/2021 THRU 4/20/2021

PAYROLL SELECTION

PAYROLL EXPENSES: NO
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: None
SEQUENCE: By Department
DESCRIPTION: Distribution
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT 04/19/2021
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

MARCH MONTHLY CLAIMS

GENERAL FUND

	1ST	2ND	TOTAL
ADMINISTRATION	\$7,786.67	\$7,538.40	\$15,325.07
FIRE ADMINISTRATION	\$4,079.36	\$4,079.36	\$8,158.72
POLICE ADMINISTRATION	\$8,345.72	\$8,345.72	\$16,691.44
EMERGENCY MANAGEMENT	\$0.00	\$0.00	\$0.00
HUMAN RESOURCES	\$1,129.75	\$1,158.72	\$2,288.47
LIBRARY	\$7,722.21	\$7,721.30	\$15,443.51
STREETS	\$8,643.42	\$7,986.06	\$16,629.48
CENTRAL GARAGE	\$1,561.14	\$1,543.46	\$3,104.60
FINANCE	\$6,533.48	\$6,192.23	\$12,725.71
COM DEV/PLANNING	\$4,400.00	\$4,232.00	\$8,632.00
BUILDING SERVICES	\$3,404.62	\$3,084.62	\$6,489.24

FIRE OPERATIONS	\$75,036.76	\$73,580.07	\$148,616.83
PATROL SERVICES	\$42,577.03	\$44,445.01	\$87,022.04
INVESTIGATION SERVICES	\$7,504.54	\$7,015.57	\$14,520.11
ANIMAL SHELTER	\$2,618.02	\$2,470.72	\$5,088.74
MUNICIPAL COURT CLERK	\$1,262.00	\$1,262.00	\$2,524.00
DISPATCH SERVICES	\$5,368.18	\$5,413.59	\$10,781.77
NEIGHBORHOOD SERVICES	\$0.00	\$0.00	\$0.00
PARK MAINTENANCE	\$6,506.18	\$6,619.80	\$13,125.98
SPORTS COMPLEX	\$1,634.75	\$2,044.25	\$3,679.00
TOTAL			
FIRE PENSION	\$16,236.85	\$15,766.22	\$32,003.07
POLICE PENSION	\$10,230.33	\$10,277.24	\$20,507.57
GENERAL GOVERNMENT			
DIRECT DEPOSIT	18.05	18.05	\$36.10
FICA	\$13,716.00	\$13,724.48	\$27,440.48
MEDICARE	\$5,350.28	\$5,309.88	\$10,660.16
OMRF	\$7,653.19	\$7,520.85	\$15,174.04
OMRF2	\$0.00	\$0.00	\$0.00
LEGAL COURT	\$0.00	\$1,800.00	\$1,800.00

TOTAL	\$498,468.13
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EMS FUND

	1ST	2ND	TOTAL
PERSONNEL SERVICES	\$23,931.38	\$25,715.57	\$49,646.95
FIRE PENSION	\$5,054.15	\$5,258.32	\$10,312.47
MEDICARE	\$655.76	\$707.48	\$1,363.24
		TOTAL	\$61,322.66

CIA FUND

	1ST	2ND	TOTAL
MARKETING AND CIVIC ENGAGEMENT	\$2,440.80	\$2,440.80	\$4,881.60
OMRF	\$328.53	\$328.53	\$657.06
FICA	\$296.34	\$296.34	\$592.68
MEDICARE	\$69.30	\$69.30	\$138.60
		TOTAL	\$6,269.94

CMA FUND

	1ST	2ND	TOTAL
UTILITIES	\$2,714.21	\$2,867.92	\$5,582.13
PUBLIC WORKS	\$2,884.61	\$2,884.61	\$5,769.22
SANITATION	\$1,216.00	\$1,472.50	\$2,688.50
WATER MAINTENANCE	\$11,559.10	\$8,200.73	\$19,759.83
LAKE	\$0.00	\$0.00	\$0.00

BUILDING				
MAINTENA	MAINTENANCE	\$1,229.04	\$1,212.00	\$2,441.04
	FICA	\$2,299.96	\$1,932.30	\$4,232.26
	MEDICARE	\$537.92	\$451.92	\$989.84
	OMRF	\$2,563.27	\$2,164.15	\$4,727.42
			TOTAL	\$46,190.24

AIRPORT FUND

		1ST	2ND	TOTAL
AIRPORT		\$2,113.70	\$2,166.30	\$4,280.00
	FICA	\$238.24	\$244.76	\$483.00
	MEDICARE	\$55.72	\$57.24	\$112.96
	OMRF	\$284.51	\$291.59	\$576.10
			TOTAL	\$5,452.06

HEALTH INSURANCE

		1ST	2ND	TOTAL
BILLINGS		\$250.00	\$67,984.43	\$68,234.43
CLAIMS		\$0.00	\$5,357.74	\$5,357.74
			TOTAL	\$73,592.17

MONTHLY CLAIMS

COMPENSATED ABSENCES

	GROSS	FICA	MEDICARE	TOTAL
1ST PAYROLL				
	\$101.96	\$6.32	\$1.48	\$109.76
	\$1,629.89	\$101.05	\$23.63	\$1,754.57
2ND PAYROLL				
	\$377.15	\$23.38	\$5.47	\$406.00
3RD PAYROLL				
			TOTAL	\$2,270.33
TOTAL GENERAL FUND		\$498,468.13		
TOTAL EMS FUND		\$61,322.66		
TOTAL CIA		\$6,269.94		
TOTAL CMA		\$46,190.24		

TOTAL AIRPORT	\$5,452.06
TOTAL HEALTH INS.	\$69,384.64
TOTAL COMP	
ABSENCES	\$2,270.33
TOTAL	\$689,358.00



City of
CHICKASHA

Meeting Type: Council Agenda 4-19-2021

Meeting Date: 4/19/2021

Department: Finance

Agenda Item No. 4.c.

AGENDA ITEM: Acceptance of Financials for March 2021

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept Financials for March 2021

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Leasa Furr, Asst. City Manager	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 19, 2021	(From)		

V. ATTACHMENTS:

1. Financials - March 2021

11 -GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
PERMITS	157,600.00	41,292.74	0.00	220,065.96	0.00	(62,465.96)	139.64
LICENSES	67,400.00	21,916.75	0.00	57,783.98	0.00	9,616.02	85.73
CEMETERY	75,000.00	13,505.62	0.00	88,289.14	0.00	13,289.14)	117.72
FEES	90,300.00	11,414.02	0.00	82,539.39	0.00	7,760.61	91.41
RENT	2,360.00	253.00	0.00	2,319.50	0.00	40.50	98.28
STATE TAX	12,750,000.00	992,581.86	0.00	9,456,856.95	0.00	3,293,143.05	74.17
OTHER TAX	750,000.00	79,563.68	0.00	535,234.20	0.00	214,765.80	71.36
FRANCHISE TAX	560,000.00	55,276.32	0.00	375,281.44	0.00	184,718.56	67.01
GRANTS AND PROGRAMS	1,370,411.00	18,920.00	0.00	1,359,289.70	0.00	11,121.30	99.19
SWIMMING POOL/SPORTS COM	42,533.00	3,692.79	0.00	22,024.57	0.00	20,508.43	51.78
MISC REVENUES	120,000.00	11,067.80	0.00	22,727.06	0.00	97,272.94	18.94
TRANSFER OTHER FUNDS-EQU	2,171,932.00	173,844.50	0.00	1,594,359.86	0.00	577,572.14	73.41
INTEREST	10,900.00	378.92	0.00	5,070.39	0.00	5,829.61	46.52
PRIOR YEAR FUND BALANCE C	1,828,109.00	0.00	0.00	0.00	0.00	1,828,109.00	0.00
TOTAL REVENUES	19,996,545.00	1,423,708.00	0.00	13,821,842.14	0.00	6,174,702.86	69.12
EXPENDITURE SUMMARY							
01-ADMINISTRATION	350,151.00	20,551.79	0.00	255,491.56	347.32	94,312.12	73.07
04-EMERGENCY MANAGEMENT	64,328.00	115.08	0.00	1,035.76	0.00	63,292.24	1.61
02 -FIRE DEPARTMENT-PS	305,470.00	15,477.73	0.00	178,508.13	4,771.69	122,190.18	60.00
21 -FIRE OPERATIONS	3,165,645.00	209,852.66	0.00	2,193,463.96	6,264.76	965,916.28	69.49
03-POLICE DEPARTMENT-PS	488,425.00	28,968.23	0.00	281,982.23	2,741.08	203,701.69	58.29
41-PATROL SERVICES	2,691,877.00	148,980.43	0.00	1,705,302.17	26,299.75	960,275.08	64.33
42-INVESTIGATIONS	378,758.00	21,523.40	0.00	218,104.42	66.77	160,586.81	57.60
43-ANIMAL CONTROL	254,297.00	8,568.78	0.00	94,419.48	2,165.26	157,712.26	37.98
44-MUNICIPAL COURT	64,611.00	4,185.52	0.00	42,103.34	0.00	22,507.66	65.16
45-DISPATCH	312,573.00	18,512.39	0.00	187,673.77	700.00	124,199.23	60.27
46-NEIGHBORHOOD SERVICES	153,645.00	3,141.40	0.00	43,629.43	7,256.19	102,759.38	33.12
51-PARK MAINTENANCE	727,454.00	36,537.25	0.00	454,800.35	26,281.62	246,372.03	66.13
52-SPORTS COMPLEX	279,503.00	9,559.14	3,802.40	126,657.67	2,414.29	154,233.44	44.82
06-CEMETERY MAINTENANC-C	130,300.00	10,343.82	0.00	92,301.32	0.00	37,998.68	70.84
08-LIBRARY - C&R	451,678.00	34,517.46	0.00	303,970.38	16,896.94	130,810.68	71.04
09-STREET & STORM	592,367.00	34,137.03	0.00	424,719.74	43,097.95	124,549.31	78.97
10-FLEET	60,437.00	4,339.47	0.00	45,999.07	109.20	14,328.73	76.29
14 -FINANCE -GG	436,357.00	17,878.68	0.00	196,590.66	13,671.92	226,094.42	48.19
07-HUMAN RESOURCES	79,083.00	4,478.24	0.00	44,663.22	0.00	34,419.78	56.48
16 -COMM DEVEL/PLAN SERV	169,265.00	9,594.95	0.00	86,212.05	50.95	83,002.00	50.96
18-BUILDING SERVICES	136,383.00	8,699.27	0.00	90,038.85	16,008.09	30,336.06	77.76
17-GENERAL GOVERNMENT -GG	8,619,543.00	525,901.10	0.00	5,008,995.92	9,013.47	3,601,533.61	58.22
70-GRANT (S)	84,395.00	1,779.27	0.00	39,494.35	0.00	44,900.65	46.80
TOTAL EXPENDITURES ***	19,996,545.00	1,177,643.09	3,802.40	12,116,157.83	178,157.25	7,706,032.32	61.46
** REVENUE OVER (UNDER) EXPENDITURES **	0.00	246,064.91	3,802.40	1,705,684.31	(178,157.25)	(1,531,329.46)	0.00

CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MARCH 31ST, 2021

20 -DONATIONS FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
DONATIONS	70,524.00	500.50	0.00	49,618.50	0.00	20,905.50	70.36
INTEREST	100.00	19.54	0.00	170.14	0.00	(70.14)	170.14
TOTAL REVENUES	70,624.00	520.04 -----	0.00	49,788.64	0.00	20,835.36	70.50
<u>EXPENDITURE SUMMARY</u>							
20-DONATIONS-GG	70,624.00	0.00	0.00	24,623.45	2,500.00	43,500.55	38.41
*** TOTAL EXPENDITURES ***	70,624.00	0.00	0.00	24,623.45	2,500.00	43,500.55	38.41
** REVENUE OVER (UNDER) EXPENDITURES **	0.00	520.04	0.00	25,165.19	(2,500.00)	(22,665.19)	0.00
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CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MARCH 31ST, 2021

22 -TAX INCREMENT DISTRIC
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
OTHER TAX	140,000.00	17,671.84	0.00	175,240.74	0.00 (	35,240.74)	125.17
TRANSFER OTHER FUNDS-EQU	225,000.00	0.00	0.00	0.00	0.00	225,000.00	0.00
INTEREST	0.00	68.96	0.00	591.74	0.00 (	591.74)	0.00
TOTAL REVENUES	365,000.00	17,740.80	0.00	175,832.48 =iaCa=	0.00	189,167.52 -----	48.17
<u>EXPENDITURE SUMMARY</u>							
22-TAX INCREMENT DISTRIC	365,000.00	89,316.92	0.00	89,316.92	0.00	275,683.08	24.47
TOTAL EXPENDITURES	365,000.00	89,316.92	0.00	89,316.92	0.00	275,683.08	24.47
** REVENUE OVER (UNDER) EXPENDITURES	** 0.00 (	71,576.12)	0.00	86,515.56	0.00 (	86,515.56)	0.00
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CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MARCH 31ST, 2021

23 -EMERGENCY MED SERV FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
EMS FEES	1,377,000.00	306,915.90	0.00	967,873.43	0.00	409,126.57	70.29
GRANTS AND PROGRAMS	262,150.00	0.00	0.00	421,455.06	0.00	(159,305.06)	160.77
MISC REVENUES	500.00	0.00	0.00	10.00	0.00	490.00	2.00
INTEREST	50.00	45.79	0.00	474.32	0.00	(424.32)	948.64
TOTAL REVENUES **	1,639,700.00	306,961.69	0.00	1,389,812.81	0.00	249,887.19	84.76
<u>EXPENDITURE SUMMARY</u>							
02-FIRE DEPARTMENT-PS	1,639,700.00	90,413.95	0.00	1,130,956.81	280,517.01	228,226.18	86.08
TOTAL EXPENDITURES ***	1,639,700.00	90,413.95	0.00	1,130,956.81	280,517.01	228,226.18	86.08
** REVENUE OVER (UNDER) EXPENDITURES **	0.00	216,547.74	0.00	258,856.00 (280,517.01)		21,661.01	0.00
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CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MARCH 31ST, 2021

25 -CHICKASHA INDUST AUTH
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
DONATIONS	27,000.00	1,500.00	0.00	15,858.00	0.00	11,142.00	58.73
CONTRACTS/AGREEMENTS	195,000.00	0.00	0.00	81,250.00	0.00	113,750.00	41.67
TRANSFER OTHER FUNDS-EQU	562,500.00	57,538.16	0.00	344,052.54	0.00	218,447.46	61.16
INTEREST	0.00	71.05	0.00	605.84	0.00	(605.84)	0.00
PRIOR YEAR FUND BALANCE C	361,900.00	0.00	0.00	0.00	0.00	361,900.00	0.00
TOTAL REVENUES	1,146,400.00	59,109.21	0.00	441,766.38	0.00	704,633.62	38.54
<u>EXPENDITURE SUMMARY</u>							
25-CHICKASHA INDUSTRIAL	1,146,400.00	38,635.50	0.00	451,381.15	0.00	695,018.85	39.37
TOTAL EXPENDITURES * *	1,146,400.00	38,635.50	0.00	451,381.15	0.00	695,018.85	39.37
** REVENUE OVER(UNDER) EXPENDITURES **	0.00	20,473.71	0.00	(9,614.77)	0.00	9,614.77	0.00
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CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MARCH 31ST, 2021

26 -ED-DEDICATED SALES TAX
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
MISC REVENUES	0.00	0.00	0.00	6,282.78	0.00	(6,282.78)	0.00
INTEREST	23,000.00	121.50	0.00	13,365.85	0.00	9,634.15	58.11
PRIOR YEAR FUND BALANCE C	2,385,245.00	0.00	0.00	0.00	0.00	2,385,245.00	0.00
TOTAL REVENUES	2,408,245.00	121.50	0.00	19,646.63	0.00	2,388,596.37	0.82
<u>EXPENDITURE SUMMARY</u>							
26-ED DED. SALES TAX	2,408,245.00	1,236.25	0.00	288,279.55	390,000.00	1,729,965.45	28.16
TOTAL EXPENDITURES ***	2,408,245.00	1,236.25	0.00	288,279.55	390,000.00	1,729,965.45	28.16
** REVENUE OVER (UNDER) EXPENDITURES **	0.00 (	1,114.75)	0.00 (	268,630.92)	390,000.00)	658,630.92	0.00
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CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MARCH 31ST, 2021

27 -E-911 FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
E-911	155,000.00	14,305.42	0.00	118,545.68	0.00	36,454.32	76.48
GRANTS AND PROGRAMS	219,453.00	0.00	0.00	0.00	0.00	219,453.00	0.00
INTEREST	600.00	29.80	0.00	227.73	0.00	372.27	37.96
PRIOR YEAR FUND BALANCE C	9,000.00	0.00	0.00	0.00	0.00	9,000.00	0.00
TOTAL REVENUES	384,053.00	14,335.22	0.00	118,773.41	0.00	265,279.59	30.93
<u>EXPENDITURE SUMMARY</u>							
27-EMERGENCY 911-PS	384,053.00	2,850.39	0.00	39,562.50	254,661.38	89,829.12	76.61
TOTAL EXPENDITURES	384,053.00	2,850.39	0.00	39,562.50	254,661.38	89,829.12	76.61
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** REVENUE OVER (UNDER) EXPENDITURES **	0.00	11,484.83	0.00	79,210.91	(254,661.38)	175,450.47	0.00
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28 -FIRE/EMS TRAINING FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TRANSFER OTHER FUNDS-EQU	100.00	8.00	0.00	48.00	0.00	52.00	48.00
INTEREST	0.00	0.06	0.00	0.91	0.00	(0.91)	0.00
TOTAL REVENUES	100.00	8.06	0.00	48.91	0.00	51.09	48.91
<u>EXPENDITURE SUMMARY</u>							
02-FIRE DEPARTMENT-PS	100.00	0.00	0.00	0.00	0.00	100.00	0.00
TOTAL EXPENDITURES	100.00	0.00	0.00	0.00	0.00	100.00	0.00
** REVENUE OVER (UNDER) EXPENDITURES **	0.00	8.06	0.00	48.91	0.00	(48.91)	0.00

CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MARCH 31ST, 2021

29 -POLICE TRAINING FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TRANSFER OTHER FUNDS-EQU	10,500.00	518.74	0.00	6,196.21	0.00	4,303.79	59.01
INTEREST	40.00	7.40	0.00	65.63	0.00 (	25.63)	164.08
TOTAL REVENUES	10,540.00	526.14	0.00	6,261.84	0.00	4,278.16	59.41
<u>EXPENDITURE SUMMARY</u>							
03-POLICE DEPARTMENT-PS	10,540.00	0.00	0.00	14.36	0.00	10,525.64	0.14
TOTAL EXPENDITURES	10,540.00	0.00	0.00	14.36	0.00	10,525.64	0.14
** REVENUE OVER (UNDER) EXPENDITURES **	0.00	526.14	0.00	6,247.48	0.00 (	6,247.48)	0.00

CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MARCH 31ST, 2021

31 -CHICKASHA MUNICIPAL AUTH
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
LICENSES	6,500.00	521.50	0.00	9,292.00	0.00	2,792.00)	142.95
FEEs	20,000.00	1,950.40	0.00	17,533.44	0.00	2,466.56	87.67
RENT	156,000.00	7,465.00	0.00	138,785.32	0.00	17,214.68	88.96
OIL & GAS	3,000.00	0.00	0.00	3,300.00	0.00	300.00)	110.00
UTILITY SERVICE	6,714,650.00	580,790.87	0.00	5,156,714.10	0.00	1,557,935.90	76.80
MISC REVENUES	15,000.00	96,862.72	0.00	352,446.17	0.00	337,446.17)	349.64
TRANSFER OTHER FUNDS-EQU	3,166,667.00	338,288.60	0.00	3,146,488.40	0.00	20,178.60	99.36
INTEREST	75,000.00	2,196.59	0.00	113,426.56	0.00	(38,426.56)	151.24
PRIOR YEAR FUND BALANCE C	8,256,244.00	0.00	0.00	0.00	0.00	8,256,244.00	0.00
TOTAL REVENUES	18,413,061.00	1,028,075.68	0.00	8,937,985.99	0.00	9,475,075.01	48.54
EXPENDITURE SUMMARY							
30-CMA CAPITAL	9,300,000.00	12,550.00	0.00	126,748.55	40,850.35	9,132,401.10	1.80
31-CMA GENERAL-BT	2,364,445.00	224,369.27	0.00	1,825,268.84	2,000.00	537,176.16	77.28
15-UTILITY BILLING	273,397.00	11,528.84	0.00	105,836.35	810.22	166,750.43	39.01
32-PUBLIC WORKS ADMIN-BT	377,178.00	8,266.33	0.00	125,826.24	5,214.70	246,137.06	34.74
33-SANITATION-BT	2,078,660.00	4,858.20	0.00	1,228,663.39	221,843.43	628,153.18	69.78
34-WATER PLANT-BT	1,816,650.00	42,426.43	0.00	698,874.89	150.00	1,117,625.11	38.48
35-WASTEWATER PLANT-BT	1,037,000.00	9,691.10	0.00	840,417.13	55,257.00	141,325.87	86.37
36-LINE MAINTENANCE-BT	565,408.00	31,109.15	0.00	354,748.92	29,537.63	181,121.45	67.97
37-LAKE CHICKASHA-C&R	27,950.00	1,286.95	0.00	19,087.04	0.00	8,862.96	68.29
38-BUILDING MAINTAENANCE	572,373.00	61,284.05	0.00	481,265.00	7,139.40	83,968.60	85.33
*** TOTAL EXPENDITURES ***	18,413,061.00	407,370.32	0.00	5,806,736.35	362,802.73	12,243,521.92	33.51
** REVENUE OVER (UNDER) EXPENDITURES **	0.00	620,705.36	0.00	3,131,249.64	(362,802.73)	(2,768,446.91)	0.00
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CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MARCH 31ST, 2021

39 -AIRPORT
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
RENT	88,400.00	9,331.00	0.00	68,396.00	0.00	20,004.00	77.37
GRANTS AND PROGRAMS	650,783.00	0.00	0.00	569,718.36	0.00	81,064.64	87.54
OIL & GAS	575,000.00	38,793.11	0.00	278,151.45	0.00	296,848.55	48.37
INTEREST	15,000.00	101.28	0.00	17,349.27	0.00	(2,349.27)	115.66
PRIOR YEAR FUND BALANCE C	817,778.00	0.00	0.00	0.00	0.00	817,778.00	0.00
TOTAL REVENUES	2,146,961.00	48,225.39	0.00	933,615.08	0.00	1,213,345.92	43.49
<u>EXPENDITURE SUMMARY</u>							
39-AIRPORT-BT	2,146,961.00	11,859.21	0.00	1,073,514.12	24,900.61	1,048,546.27	51.16
TOTAL EXPENDITURES ***	2,146,961.00	11,859.21	0.00	1,073,514.12	24,900.61	1,048,546.27	51.16
** REVENUE OVER (UNDER) EXPENDITURES *.	0.00	36,366.18	0.00	(139,899.04)	(24,900.61)	164,799.65	0.00

CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MARCH 31ST, 2021

PAGE:

52 -CAPITAL PROJECTS FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
GRANTS AND PROGRAMS	150,000.00	0.00	0.00	0.00	0.00	150,000.00	0.00
OIL & GAS	25,000.00	4,485.22	0.00	17,867.29	0.00	7,132.71	71.47
INTEREST	15,000.00	94.95	0.00	4,316.41	0.00	10,683.59	28.78
PRIOR YEAR FUND BALANCE C	1,086,342.00	0.00	0.00	0.00	0.00	1,086,342.00	0.00
TOTAL REVENUES	1,276,342.00	4,580.17	0.00	22,163.70	0.00	1,254,158.30	1.74
EXPENDITURE SUMMARY							
CAPITAL PROJECTS	1,276,342.00	5,029.00	0.00	75,576.86	59,206.25	1,141,558.89	10.56
TOTAL EXPENDITURES *	1,276,342.00	5,029.00	0.00	75,576.86	59,206.25	1,141,558.89	10.56
** REVENUE OVER (UNDER) EXPENDITURES **	0.00	448.83)	0.00	(53,393.16) (	59,206.25)	112,599.41	0.00

CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MARCH 31ST, 2021

53 -CIP-DEDICATED SALES TAX
FINANCIAL SUMMARY

6 OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TRANSFER OTHER FUNDS-EQU	2,525,000.00	196,973.52	0.00	1,875,440.00	0.00	649,560.00	74.27
INTEREST	7,500.00	357.88	0.00	9,223.74	0.00 (	1,723.74)	122.98
PRIOR YEAR FUND BALANCE C	1,224,633.00	0.00	0.00	0.00	0.00	1,224,633.00	0.00
TOTAL REVENUES	3,757,133.00	197,331.40	0.00	1,884,663.74	0.00	1,872,469.26	50.16
<u>EXPENDITURE SUMMARY</u>							
53-DEDICATED SALE TAX-GG	3,757,133.00	96,333.19	0.00	872,034.32	0.00	2,885,098.68	23.21
TOTAL EXPENDITURES	3,757,133.00	96,333.19	0.00	872,034.32	0.00	2,885,098.68	23.21
** REVENUE OVER(UNDER) EXPENDITURES **	0.00	100,998.21	0.00	1,012,629.42	0.00 (	1,012,629.42)	0.00

CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MARCH 31ST, 2021

54 -STREET AND ALLEY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
STATE TAX	30,000.00	2,200.45	0.00	21,075.06	0.00	8,924.94	70.25
OTHER TAX	150,000.00	9,641.57	0.00	86,959.13	0.00	63,040.87	57.97
GRANTS AND PROGRAMS	150,000.00	0.00	0.00	144,181.00	0.00	5,819.00	96.12
INTEREST	600.00	29.66	0.00	197.37	0.00	402.63	32.90
PRIOR YEAR FUND BALANCE C	335,293.00	0.00	0.00	0.00	0.00	335,293.00	0.00
TOTAL REVENUES	665,893.00	11,871.68	0.00	252,412.56	0.00	413,480.44	37.91
<u>EXPENDITURE SUMMARY</u>							
09-STREET & STORM	665,893.00	0.00	0.00	524,237.06	53,255.00	68,400.94	86.72
TOTAL EXPENDITURES *	665,893.00	0.00	0.00	524,237.06	53,255.00	68,400.94	86.72
** REVENUE OVER (UNDER) EXPENDITURES **	0.00	11,871.68	0.00	(271,824.50)	(53,255.00)	325,079.50	0.00
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56 -CEMETERY CARE
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
CEMETERY	18,750.00	4,214.38	0.00	26,630.86	0.00	(7,880.86)	142.03
INTEREST	6,500.00	82.19	0.00	7,188.94	0.00	(688.94)	110.60
PRIOR YEAR FUND BALANCE C	349,750.00	0.00	0.00	0.00	0.00	349,750.00	0.00
TOTAL REVENUES	375,000.00	4,296.57	0.00	33,819.80	0.00	341,180.20	9.02
<u>EXPENDITURE SUMMARY</u>							
06-CEMETERY MAINT.-C	375,000.00	0.00	0.00	2,170.26	0.00	372,829.74	0.58
TOTAL EXPENDITURES ***	375,000.00	0.00	0.00	2,170.26	0.00	372,829.74	0.58
** REVENUE OVER (UNDER) EXPENDITURES **	0.00	4,296.57	0.00	31,649.54	0.00	(31,649.54)	0.00
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FINANCIAL STATEMENT (UNAUDITED)
AS OF: MARCH 31ST, 2021

61 -WATER METER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
INTEREST	1,500.00	25.62	0.00	1,235.17	0.00	264.83	82.34
TOTAL REVENUES	1,500.00	25.62	0.00	1,235.17	0.00	264.83	82.34
<u>EXPENDITURE SUMMARY</u>							
36-LINE MAINTENANCE-BT	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
TOTAL EXPENDITURES ***	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00
** REVENUE OVER (UNDER) EXPENDITURES	**-----0.00	-25.62	-----0.00	----1,235.17	0.00	(---1,235.17)	--0.00

CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MARCH 31ST, 2021

64 -POLICE BOND FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
POLICE FINES	238,000.00	19,191.56	0.00	151,738.91	0.00	86,261.09	63.76
MISC REVENUES	0.00	0.00	0.00	2.00	0.00	(2.00)	0.00
INTEREST	100.00	25.44	0.00	381.86	0.00	(281.86)	381.86
PRIOR YEAR FUND BALANCE C	23,500.00	0.00	0.00	0.00	0.00	23,500.00	0.00
TOTAL REVENUES	261,600.00	19,217.00	0.00	152,122.77	0.00	109,477.23	58.15
EXPENDITURE SUMMARY							
03-POLICE DEPARTMENT-PS	261,600.00	12,989.12	0.00	130,857.06	4,905.00	125,837.94	51.90
TOTAL EXPENDITURES	261,600.00	12,989.12	0.00	130,857.06	4,905.00	125,837.94	51.90
** REVENUE OVER (UNDER) EXPENDITURES **	0.00	6,227.88	0.00	21,265.71	(4,905.00)	(16,360.71)	0.00

CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MARCH 31ST, 2021

68 -WATER RESOURCE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
UTILITY SERVICE	75,000.00	6,139.00	0.00	59,540.40	0.00	15,459.60	79.39
INTEREST	1,000.00	35.35	0.00	3,079.30	0.00	(2,079.30)	307.93
PRIOR YEAR FUND BALANCE C	474,000.00	0.00	0.00	0.00	0.00	474,000.00	0.00
TOTAL REVENUES	550,000.00	6,174.35	0.00	62,619.70	0.00	487,380.30	11.39 ---
EXPENDITURE SUMMARY							
68-WATER RESOURCES	550,000.00	(11.00)	0.00	211.94	0.00	549,788.06	0.04
TOTAL EXPENDITURES	550,000.00	(11.00)	0.00	211.94	0.00	549,788.06	0.04
** REVENUE OVER (UNDER) EXPENDITURES **	0.00	6,185.35	0.00	62,407.76	0.00	(62,407.76)	0.00
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CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MARCH 31ST, 2021

71 -COMBINED INSURANCE
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
INSURANCE	3,277,823.00	148,128.67	0.00	1,555,560.99	0.00	1,722,262.01	47.46
INTEREST	5,000.00	292.22	0.00	21,230.01	0.00	(16,230.01)	424.60
TOTAL REVENUES	3,282,823.00	148,420.89	0.00	1,576,791.00	0.00	1,706,032.00	48.03
<u>EXPENDITURE SUMMARY</u>							
71-COMBINED INSURANCE-CR	3,282,823.00	70,075.68 70,075.68	0.00	1,274,624.00	187,230.00	1,820,969.00	44.53
TOTAL EXPENDITURES ***	3,282,823.00	70,075.68	0.00	1,274,624.00	187,230.00	1,820,969.00	44.53
*** REVENUE OVER (UNDER) EXPENDITURES **	0.00	78,345.21	0.00	302,167.00 (	187,230.00) (	114,937.00)	0.00
----- as = -----							

CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: MARCH 31ST, 2021

72 -COMPENSATED ABSENCES FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
INSURANCE	110,194.00	9,182.84	0.00	82,645.48	0.00	27,548.52	75.00
INTEREST	50.00	3.69	0.00	62.43	0.00	(12.43)	124.86
TOTAL REVENUES	110,244.00	9,186.53	0.00	82,707.91	0.00	27,536.09	75.02
EXPENDITURE SUMMARY							
72-COMPENSATED ABSENCES	110,244.00	2,270.33	0.00	103,265.35	0.00	6,978.65	93.67
TOTAL EXPENDITURES ***	110,244.00	2,270.33	0.00	103,265.35	0.00	6,978.65	93.67
REVENUE OVER (UNDER) EXPENDITURES **	0.00	6,916.20	0.00	(20,557.44)	0.00	20,557.44	0.00



City of
CHICKASHA

Meeting Type: Council Agenda 4-19-2021

Meeting Date: 4/19/2021

Department: Community Development

Agenda Item No. 6.a.

AGENDA ITEM: Discussion, consideration and possible action to approve the Bid CMA-2102 for W.E.B. Construction for the Grand Development Phase 1 project in the amount of \$495,105.00.

I. BACKGROUND/DESCRIPTION:

- Pre-Bid meeting was held on March 16, 2021.
- Bids were due on March 25, 2021 at 1:30 pm.
- Council Approved this bid process.
- The lowest bid was W.E.B Construction, Inc. at \$495,105.00.

II. RECOMMENDED ACTION:

Staff recommends awarding bid CMA-2102 to W.E.B. Construction for the Grand Development Phase 1 project in the amount of \$495,105.00.

III. FISCAL INFORMATION - 26-26-6500-048

This is a budgeted item.

IV. FUND INFORMATION:

Dept. Director: Rachel Burnish, Community Development Director	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 19, 2021	(From)		

V. ATTACHMENTS:

1. CMA-2102 Let of Awd Recommendation w bid tabs Villas at Grand
2. Request for Proposals CMA-2102
3. CMA-2102 Bid News form



CHISHOLM TRAIL CONSULTING, LLC

R. Scott Vaughn, P.E., CFM
Professional Engineering Services
580-467-8130
rscottv11@gmail.com

April 8, 2021

Chickasha Municipal Authority
Mr. David Buchanan
Public Works Director
117 North 4th Street
Chickasha, Oklahoma 73018

RE: RFP CMA-2102
GRAND DEVELOPMENT PHASE 1 PROJECT
CHICKASHA, OK

Dear Mr. Buchanan:

After carefully reviewing the bids submitted on April 7, 2021 for the referenced project, I find that the lowest responsive bid was submitted by W.E.B. Construction, Inc. of Moore, Oklahoma. Please refer to the attached Detailed Bid Tabulation and Bid Tabulation Summary for more information.

The work on this project entails installing approximately 2,485 LF of water mains and approximately 2,770 LF of sanitary sewer mains serving the referenced development. This Planned Unit Development is located at the northwest corner of Ada Sipuel Avenue and Grand Avenue.

W.E.B. Construction, Inc. has been in business in Oklahoma for approximately 20 years. They have completed projects of a similar nature in the area.

It is my recommendation that the Chickasha Municipal Authority award a contract to W.E.B. Construction, Inc. for the Grand Development Phase 1 Project in the amount of \$495,105.00.

If you have any questions, or require additional information, please do not hesitate to call me.

Sincerely,



R. Scott Vaughn, P.E., CFM

Enclosures

Cc: File

CITY OF CHICKASHA
RFP CMA-2102
GRAND DEVELOPMENT PHASE 1

BID TABULATION SUMMARY

DATE/TIME OF BID OPENING 4/7/2021 1:30 p.m.

COMPANY NAME	WATER MAINS	SANITARY SEWER MAINS	TOTAL BID	QUEST CDN PLANHOLDER	AFFIDAVIT OF NON-COLL.	BUS. REL. AFFIDAVIT	BID BOND	ADDENDUM 1	ADDENDUM 2
H&H PLUMBING AND UTILITIES	\$183,440.00	\$372,552.00	\$555,992.00	YES	YES	YES	YES	YES	YES
LUCKINBILL, INC.	\$455,240.00	\$492,520.00	\$947,760.00	YES	YES	YES	YES	NO	NO
MILLER CONSTRUCTION	\$280,877.50	\$339,030.00	\$619,907.50	YES	YES	YES	YES	YES	YES
W.E.B. CONSTRUCTION	\$217,085.00	\$278,020.00	\$495,105.00	YES	YES	YES	YES	YES	YES
Engineer's Estimate	\$428,260.00	\$258,110.00	\$686,370.00	N/A	N/A	N/A	N/A	N/A	N/A



CHISHOLM TRAIL CONSULTING, LLC

CITY OF CHICKASHA
RFP CMA-2102
GRAND DEVELOPMENT PHASE 1 PROJECT
DETAILED BID TABULATION

Bid Opening Date and Time				4/7/2021	1:30 p.m.	ENGINEER ESTIMATE		H&H PLUMBING & UTILITIES		LUCKINBILL, INC.		MILLER		W.E.B. CONSTRUCTION	
WATER MAIN CONSTRUCTION															
PAY ITEM	PAY ITEM DESCRIPTION	UNITS	EST QTY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1.1	8" PVC WATER MAIN, INSTALLED	LF	2,450	\$ 124.00	\$ 303,800.00	\$ 42.00	\$ 102,900.00	\$ 145.00	\$ 355,250.00	\$ 76.00	\$ 186,200.00	\$ 50.00	\$ 122,500.00		
1.2	6" PVC WATER MAIN, INSTALLED	LF	35	\$ 72.00	\$ 2,520.00	\$ 34.00	\$ 1,190.00	\$ 145.00	\$ 5,075.00	\$ 100.00	\$ 3,500.00	\$ 40.00	\$ 1,400.00		
1.3	10" STEEL CASING, INSTALLED BY DRY BORE	LF	30	\$ 250.00	\$ 7,500.00	\$ 285.00	\$ 8,550.00	\$ 370.00	\$ 11,100.00	\$ 250.00	\$ 7,500.00	\$ 500.00	\$ 15,000.00		
1.4	8" MJ GATE VALVE W/ BOX, INSTALLED	EA	12	\$ 2,968.00	\$ 35,616.00	\$ 1,390.00	\$ 16,680.00	\$ 1,850.00	\$ 22,200.00	\$ 2,000.00	\$ 24,000.00	\$ 2,400.00	\$ 28,800.00		
1.5	6" MJ GATE VALVE W/ BOX, INSTALLED	EA	1	\$ 1,897.00	\$ 1,897.00	\$ 1,290.00	\$ 1,290.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,800.00	\$ 1,800.00		
1.6	8" X 90° MJ BEND, INSTALLED	EA	1	\$ 702.00	\$ 702.00	\$ 410.00	\$ 410.00	\$ 350.00	\$ 350.00	\$ 750.00	\$ 750.00	\$ 500.00	\$ 500.00		
1.7	8" X 45° MJ BEND, INSTALLED	EA	5	\$ 594.00	\$ 2,970.00	\$ 600.00	\$ 3,000.00	\$ 275.00	\$ 1,375.00	\$ 750.00	\$ 3,750.00	\$ 500.00	\$ 2,500.00		
1.8	8" X 22.5° MJ BEND, INSTALLED	EA	12	\$ 594.00	\$ 7,128.00	\$ 410.00	\$ 4,920.00	\$ 225.00	\$ 2,700.00	\$ 750.00	\$ 9,000.00	\$ 500.00	\$ 6,000.00		
1.9	8" X 11.25° MJ BEND, INSTALLED	EA	1	\$ 594.00	\$ 594.00	\$ 410.00	\$ 410.00	\$ 225.00	\$ 225.00	\$ 750.00	\$ 750.00	\$ 500.00	\$ 500.00		
1.10	8" X 8" MJ TEE, INSTALLED	EA	5	\$ 979.00	\$ 4,895.00	\$ 495.00	\$ 2,475.00	\$ 500.00	\$ 2,500.00	\$ 1,000.00	\$ 5,000.00	\$ 500.00	\$ 2,500.00		
1.11	8" X 6" MJ TEE, INSTALLED	EA	5	\$ 882.00	\$ 4,410.00	\$ 490.00	\$ 2,450.00	\$ 475.00	\$ 2,375.00	\$ 1,000.00	\$ 5,000.00	\$ 500.00	\$ 2,500.00		
1.12	8" X 6" MJ REDUCER, INSTALLED	EA	1	\$ 486.00	\$ 486.00	\$ 320.00	\$ 320.00	\$ 450.00	\$ 450.00	\$ 750.00	\$ 750.00	\$ 500.00	\$ 500.00		
1.13	8" MJ PLUG, INSTALLED	EA	3	\$ 279.00	\$ 837.00	\$ 1,100.00	\$ 3,300.00	\$ 250.00	\$ 750.00	\$ 750.00	\$ 2,250.00	\$ 300.00	\$ 900.00		
1.14	6" X 6" MJ TEE, INSTALLED	EA	1	\$ 770.00	\$ 770.00	\$ 465.00	\$ 465.00	\$ 375.00	\$ 375.00	\$ 1,000.00	\$ 1,000.00	\$ 400.00	\$ 400.00		
1.15	FIRE HYDRANT ASSY (4'-6" BURY) INSTALLED	EA	5	\$ 7,512.00	\$ 37,560.00	\$ 4,750.00	\$ 23,750.00	\$ 6,750.00	\$ 33,750.00	\$ 4,500.00	\$ 22,500.00	\$ 5,000.00	\$ 25,000.00		
1.16	DISINFECTION	LF	2,485	\$ 2.00	\$ 4,970.00	\$ 1.00	\$ 2,485.00	\$ 2.00	\$ 4,970.00	\$ 0.75	\$ 1,863.75	\$ 0.50	\$ 1,242.50		
1.17	HYDROSTATIC PRESSURE TESTING	LF	2,485	\$ 3.00	\$ 7,455.00	\$ 1.00	\$ 2,485.00	\$ 1.00	\$ 2,485.00	\$ 0.75	\$ 1,863.75	\$ 0.50	\$ 1,242.50		
1.18	PAVED DITCH REMOVAL AND REPLACEMENT	SY	11	\$ 150.00	\$ 1,650.00	\$ 260.00	\$ 2,860.00	\$ 210.00	\$ 2,310.00	\$ 200.00	\$ 2,200.00	\$ 300.00	\$ 3,300.00		
1.19	CONSTRUCTION TRAFFIC CONTROL	LSUM	1	\$ 2,500.00	\$ 2,500.00	\$ 3,500.00	\$ 3,500.00	\$ 5,500.00	\$ 5,500.00	\$ 1,500.00	\$ 1,500.00	\$ 500.00	\$ 500.00		
SUBTOTAL					\$ 428,260.00		\$ 183,440.00		\$ 455,240.00		\$ 280,877.50		\$ 217,085.00		
SANITARY SEWER MAIN CONSTRUCTION															
PAY ITEM NO.	PAY ITEM DESCRIPTION	UNITS	EST QTY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
2.1	8" PVC SANITARY SEWER MAIN, INSTALLED	LF	2,020	\$ 47.00	\$ 94,940.00	\$ 95.60	\$ 193,112.00	\$ 133.00	\$ 268,660.00	\$ 65.00	\$ 131,300.00	\$ 50.00	\$ 101,000.00		
2.2	10" PVC SANITARY SEWER MAIN, INSTALLED	LF	750	\$ 74.00	\$ 55,500.00	\$ 100.00	\$ 75,000.00	\$ 134.00	\$ 100,500.00	\$ 65.00	\$ 48,750.00	\$ 75.00	\$ 56,250.00		
2.3	SANITARY SEWER MANHOLE, INSTALLED	EA	10	\$ 5,000.00	\$ 50,000.00	\$ 3,850.00	\$ 38,500.00	\$ 3,750.00	\$ 37,500.00	\$ 4,500.00	\$ 45,000.00	\$ 4,000.00	\$ 40,000.00		
2.4	CLEANOUT, INSTALLED	EA	2	\$ 1,500.00	\$ 3,000.00	\$ 250.00	\$ 500.00	\$ 350.00	\$ 700.00	\$ 750.00	\$ 1,500.00	\$ 750.00	\$ 1,500.00		
2.5	REMOVE EXISTING SANITARY SEWER MAIN	LF	330	\$ 15.00	\$ 4,950.00	\$ 35.00	\$ 11,550.00	\$ 70.00	\$ 23,100.00	\$ 100.00	\$ 33,000.00	\$ 25.00	\$ 8,250.00		
2.6	SEWER FLOW CONTROL	LSUM	1	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00	\$ 15,000.00	\$ 15,000.00	\$ 25,000.00	\$ 25,000.00	\$ 30,000.00	\$ 30,000.00		
2.7	MODIFY EXISTING MANHOLE	EA	1	\$ 1,500.00	\$ 1,500.00	\$ 750.00	\$ 750.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 2,500.00	\$ 2,500.00		
2.8	LEAKAGE TESTING	LF	2,020	\$ 3.00	\$ 6,060.00	\$ 1.00	\$ 2,020.00	\$ 1.50	\$ 3,030.00	\$ 2.00	\$ 4,040.00	\$ 0.50	\$ 1,010.00		
2.9	DEFLECTION TESTING	LF	2,020	\$ 3.00	\$ 6,060.00	\$ 1.00	\$ 2,020.00	\$ 1.50	\$ 3,030.00	\$ 2.00	\$ 4,040.00	\$ 0.50	\$ 1,010.00		
2.10	PAVEMENT REMOVAL AND REPLACEMENT	SY	150	\$ 150.00	\$ 22,500.00	\$ 250.00	\$ 37,500.00	\$ 140.00	\$ 21,000.00	\$ 200.00	\$ 30,000.00	\$ 200.00	\$ 30,000.00		
2.11	INTEGRAL CURB, 6" BARRIER	LF	120	\$ 30.00	\$ 3,600.00	\$ 55.00	\$ 6,600.00	\$ 75.00	\$ 9,000.00	\$ 95.00	\$ 11,400.00	\$ 50.00	\$ 6,000.00		
2.12	CONSTRUCTION TRAFFIC CONTROL	LSUM	1	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00	\$ 7,500.00	\$ 7,500.00	\$ 1,500.00	\$ 1,500.00	\$ 500.00	\$ 500.00		
SUBTOTAL					\$ 258,110.00		\$ 372,552.00		\$ 492,520.00		\$ 339,030.00		\$ 278,020.00		
TOTAL					\$ 686,370.00		\$ 555,992.00		\$ 947,760.00		\$ 619,907.50		\$ 495,105.00		

Request for Proposals – RFP CMA-2102
Water Main and Sanitary Sewer Main Construction
Grand Development Phase 1

Advertise Dates: **Thursday, March 4, 2021**
 Thursday, March 11, 2021

The Chickasha Municipal Authority, Chickasha, Oklahoma, is accepting sealed proposals for the **RFP CMA-2102 Water Main and Sanitary Sewer Main Construction, Grand Development Phase 1.**

The project consists of installing new water mains by trenching, dry boring and casing and new sanitary sewer mains by trenching, and associated elements at Grand Development Phase 1 in Chickasha, Oklahoma.

Bids shall be made in accordance with this Invitation for Bids and the Bidding Documents.

There will be a **mandatory** Pre-Bid meeting on March 16, 2021 at 10:30 a.m. at the Public Works Building, 502 North Genevieve, Chickasha, Oklahoma, 73018.

Sealed proposals shall be addressed to David Buchanan, Public Works Director, Chickasha Municipal Authority, 117 North 4th Street, Chickasha, Oklahoma 73018, and shall be labeled “RFP CMA-2102, DO NOT OPEN” and “Water Main and Sanitary Sewer Main Construction, Grand Development Phase 1.” Proposals shall be submitted no later than 1:30 p.m., local time on **March 25, 2021**. It is the sole responsibility of the proponent to ensure that this proposal is actually in the City Hall of the City of Chickasha prior to the expiration of the time and date stated above. Bids will be opened in the City Conference Room, Second Floor – City Hall, 117 N. 4th Street, Chickasha, Oklahoma 73018.

The Issuing Office for the Bidding Documents is: Chickasha Municipal Authority. Technical questions should be emailed to David Buchanan, Public Works Director, at david.buchanan@chickasha.org or by calling 405.222.6086. Bidding Documents also may be examined at: City of Chickasha Website <http://www.chickasha.org/Bids.aspx>. Bid documents must be obtained by accessing the project on QUESTCDN.com, linked to the previously listed page.

Upon consideration of the proposal, the Chickasha Municipal Authority reserves the right to accept or reject any and all proposals, to waive technicalities and to make any investigation deemed necessary concerning the proponent’s ability to provide the services as covered by the specifications, and to accept what in their judgment is the most advantageous proposal.

Due to the type of project this is, the contractor will not be able to use tax exempt purchases on this project.

Chris Mosley
Chris Mosley, Chairman

C E R T I F I C A T I O N

I certify that the above “Request for Proposal” was posted on the bulletin board of City Hall, City of Chickasha, Oklahoma, on the _____ day of _____, 2021.
Susan McDaniel, City Clerk

Project RFP CMA-2102, WATER MAIN AND SANITARY SEWER MAIN CONSTRUCTION PROJECT
GRAND DEVELOPMENT PHASE 1

Location GRAND AVENUE AT ADA SIPUEL AVENUE

City Chickasha **State** Ok **Zip** 73018 **County** Grady

Owner City of Chickasha **Phone** (405) 222-6086

Architect N/A **Phone**

Engineer Chisholm Trail Consulting, R. Scott Vaughn, P.E. **Phone** 580-467-8130

PROJECT DESCRIPTION:

2,485 LF WATER MAIN

2,020 LF SANITARY SEWER MAIN

NOTES: Mandatory Pre-bid Conference 10:30 A.M., on March 16, 2021

at Public Works Conference Room, 502 N. Genevieve, Chickasha, Oklahoma

Bids will not be accepted from firms not represented at the Pre-Bid Conference

DOWNLOAD BID DOCUMENTS VIA CITY OF CHICKASHA WEB SITE



City of
CHICKASHA

Meeting Type: Council Agenda 4-19-2021

Meeting Date: 4/19/2021

Department: Community Development

Agenda Item No. 6.b.

AGENDA ITEM: Discussion, consideration and possible action to approve the Final Plat for Shadow Valley Phase 3.

I. BACKGROUND/DESCRIPTION:

- Preliminary Plat was previously approved.
- This the Final Plat for Phase 3 Shadow Valley the last portion of this development.
- The Planning Commission approved this on April 13th, 2021.
- The plans meet all subdivision requirements.
- Plans were reviewed and recommended for approval by Engineer Dan Andrulonis.

II. RECOMMENDED ACTION:

Staff recommends to approve the Final Plat for Shadow Valley Phase 3 and authorize the Mayor, City Clerk and City Staff to execute the necessary documents.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Rachel Burnish, Community Development Director	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 19, 2021	(From)		

V. ATTACHMENTS:

1. 20612800 LAG (P) 2021.01.20
2. 20612800 LAG (S) 2021.01.20
3. 20612800 LAG (W) 2021.01.20
4. FINAL PLAT (LAG) 2.1.21
5. SV3 Drainage Report 2021.01.20

[illegible]

PAVING AND DRAINAGE PLANS

TO SERVE

SHADOW VALLEY

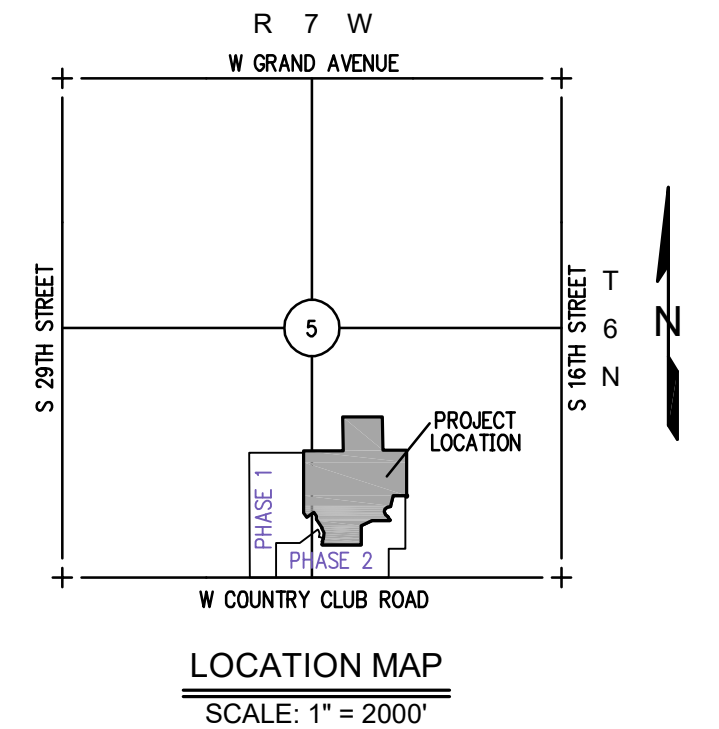
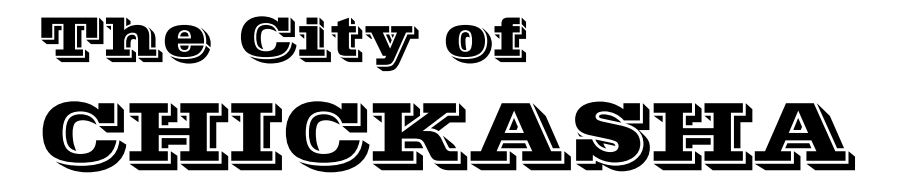
PHASE 3

LANE MILES: 1.00

A PART OF THE S/2, SECTION 5, T6N, R7W, I.M.
CHICKASHA, GRADY COUNTY, OKLAHOMA

GENERAL NOTES:

1. CONSTRUCTION WILL BE IN ACCORDANCE WITH THE "STANDARD SPECIFICATIONS FOR CONSTRUCTION OF PUBLIC IMPROVEMENTS", A PUBLICATION FURNISHED BY THE CITY OF CHICKASHA THAT OUTLINES THE MINIMUM STANDARDS OF WORKMANSHIP, MATERIALS, TESTING, AND METHODS OF CONSTRUCTION EXPECTED IN PUBLIC AND PRIVATE DEVELOPMENT WORK, WITHIN THE CHICKASHA LIMITS.
2. ANY PAY QUANTITY ITEM, OR QUALITY TESTING PROCEDURE OUTLINED IN THE CITY'S STANDARDS THAT IS NOT CLEARLY ADDRESSED IN THE ABOVE PAY QUANTITY TABLE, OR THE CONTRACT AGREEMENT BETWEEN DEVELOPER AND CONTRACTOR WILL BE CONSIDERED AS AN INCIDENTAL PAY ITEM, AND WOULD BE IMPLEMENTED AND PAID FOR BY THE CONTRACTOR.
3. TESTING OF MATERIALS & WORKMANSHIP SHALL BE UNDERTAKEN AS OUTLINED IN THE CITY'S STANDARDS, RESULTS SHALL BE PROVIDED TO THE CITY ENGINEER OR HIS DESIGNATED REPRESENTATIVE IN A TIMELY FASHION. THE CONTRACTOR SHALL COORDINATE AND FACILITATE THE DUTIES OF THE CITY'S DESIGNATED REPRESENTATIVE DURING CONSTRUCTION.
4. TRAFFIC CONTROL, AS OUTLINED BY THE CITY'S STANDARDS AND THE PUBLICATION "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREET AND HIGHWAYS", WILL BE IMPLEMENTED. THE CONTRACTOR IS RESPONSIBLE FOR THE PROMPT REPLACEMENT AND/OR REPAIR OF ALL TRAFFIC CONTROL DEVICES AND APPURTENANCES DAMAGED OR DISTURBED DUE TO CONSTRUCTION.
5. A NOTICE OF INTENT (NOI) SHOULD BE SUBMITTED 30 DAYS PRIOR TO THE INITIAL DISTURBANCE OF SOILS.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PLACEMENT, REPLACEMENT OR REPAIR OF ALL EROSION CONTROL DEVICES DAMAGED DUE TO CONSTRUCTION.
7. A COPY OF THE EROSION CONTROL SITE PLAN MUST BE ON SITE AT ALL TIMES AND MADE AVAILABLE TO THE INSPECTOR UPON REQUEST.
8. THE CONTRACTOR IS RESPONSIBLE FOR THE REMOVAL OF ALL PAVEMENT MARKINGS THAT WILL BE IN CONFLICT WITH THE PROPOSED WORK.
9. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH CHICKASHA STANDARD SPECIFICATIONS.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SAFETY OF ALL UTILITIES, EITHER PUBLIC OR PRIVATE, AND SHALL SATISFY HIMSELF AS TO THEIR ACTUAL LOCATION PRIOR TO COMMENCING CONSTRUCTION.
11. THE USGS 7.5 MINUTES QUADRANGLE SHEETS INDICATE THAT 'WATERS OF THE UNITED STATES' EXIST WITHIN THIS PROJECT AREA. THE ISSUE OF 'WATERS OF THE UNITED STATES' FALLS UNDER THE CORP OF ENGINEERS (COE) TULSA DISTRICT REGULATORY DIVISION, BUT THE CITY IS OBLIGATED TO INSURE THAT ALL NECESSARY STATE AND FEDERAL PERMITS HAVE BEEN OBTAINED, PURSUIT TO 44 CFR 60.3. THEREFORE, THE APPLICANT IS REQUIRED TO SUBMIT DOCUMENTATION FROM THE COE SHOWING COE APPROVAL FOR THE PROPOSED WORK.
12. CONSTRUCTION ACTIVITIES THAT RESULT IN LAND DISTURBANCE OF EQUAL TO OR GREATER THAN ONE (1) ACRE, OR LESS THAN ONE (1) ACRE IF THEY ARE PART OF A LARGER COMMON PLAN OF DEVELOPMENT OR SALE THAT TOTALS AT LEAST ONE (1) ACRE MUST ALSO OBTAIN A PERMIT FROM ODEQ (form 605-002a) FOR STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITIES. THIS MEANS THAT LAND DISTURBING OF ONE (1) ACRE OR MORE MUST PERMIT WITH ODEQ AND THE CITY OF CHICKASHA, STORM WATER QUALITY.
13. A WORK ZONE PERMIT MUST BE OBTAINED FROM THE TRAFFIC MANAGEMENT DIVISION AT LEAST TWO (2) WORKING DAYS PRIOR TO THE START OF WORK AND/OR PLACING OR REMOVING ANY BARRICADES OR MODIFYING EXISTING TRAFFIC CONTROL DEVICES. CALL (405) 297-2531 TO OBTAIN AN APPLICATION.
14. ALL PIPE AND CONCRETE BOX CULVERT JOINTS ARE TO CONTAIN THE APPROPRIATE GASKET OR JOINT MATERIAL. RCP WITH "O" RINGS AND ALUMINIZED CORRUGATED METAL PIPE WITH "GASKETS" SHALL BE INSTALLED UNDER STREETS AND ROADWAYS, NEXT TO CURBS, AND BETWEEN HOUSES. ALL JOINTS ON RCP, RCB, AND CMP SHALL BE WRAPPED WITH A TWO FOOT WIDE FILTER FABRIC STRIP AROUND THE JOINT AND OVERLAPPING TWO FEET.
15. THE CONTRACTOR SHALL ONLY PROVIDE A CURB DEPRESSION WHERE HANDICAP RAMPS ARE SHOWN ON THE CONSTRUCTION PLAN. HANDICAP RAMP TO BE CONSTRUCTED BY OTHERS AT THE TIME OF SIDEWALK CONSTRUCTION.
16. 63 OKLAHOMA STATUTE ANNOTATED 635.981: ACTIVITY WITHIN SIX FEET OF HIGH VOLTAGE OVERHEAD LINE OR CONDUCTOR PROHIBITED:
NO PERSON, FIRM, CORPORATION OR ASSOCIATION SHALL, INDIVIDUALLY OR THROUGH AN AGENT OR EMPLOYEE AND NO PERSON AS AN AGENT OR EMPLOYEE OF ANY PERSON, FIRM, CORPORATION OR ASSOCIATION, SHALL PERFORM OR PERMIT ANY AGENT OR EMPLOYEE TO PERFORM ANY FUNCTION OR ACTIVITY UPON ANY LAND, BUILDING, HIGHWAY, OR OTHER PREMISES, WHEN IT IS POSSIBLE DURING THE PERFORMANCE OF SUCH ACTIVITY FOR ANY PERSON OR EMPLOYEE ENGAGED IN PERFORMING WORK CONNECTED WITH OR RELATED TO SUCH FUNCTION OR ACTIVITY TO MOVE TO OR TO BE PLACED IN A POSITION WITHIN SIX (6) FEET OF ANY HIGH VOLTAGE OVERHEAD ELECTRICAL LINE OR CONDUCTOR, OR WHEN IT IS POSSIBLE FOR ANY PART OF ANY TOOL, EQUIPMENT, MACHINERY OR MATERIAL TO BE USED BY ANY SUCH PERSON OR EMPLOYEE TO BE BROUGHT WITHIN SIX (6) FEET OF ANY SUCH OVERHEAD HIGH VOLTAGE LINE OR CONDUCTOR THROUGH ANY LATERAL, VERTICAL OR SWINGING MOTION DURING THE PERFORMANCE OF SUCH FUNCTION OR ACTIVITY.



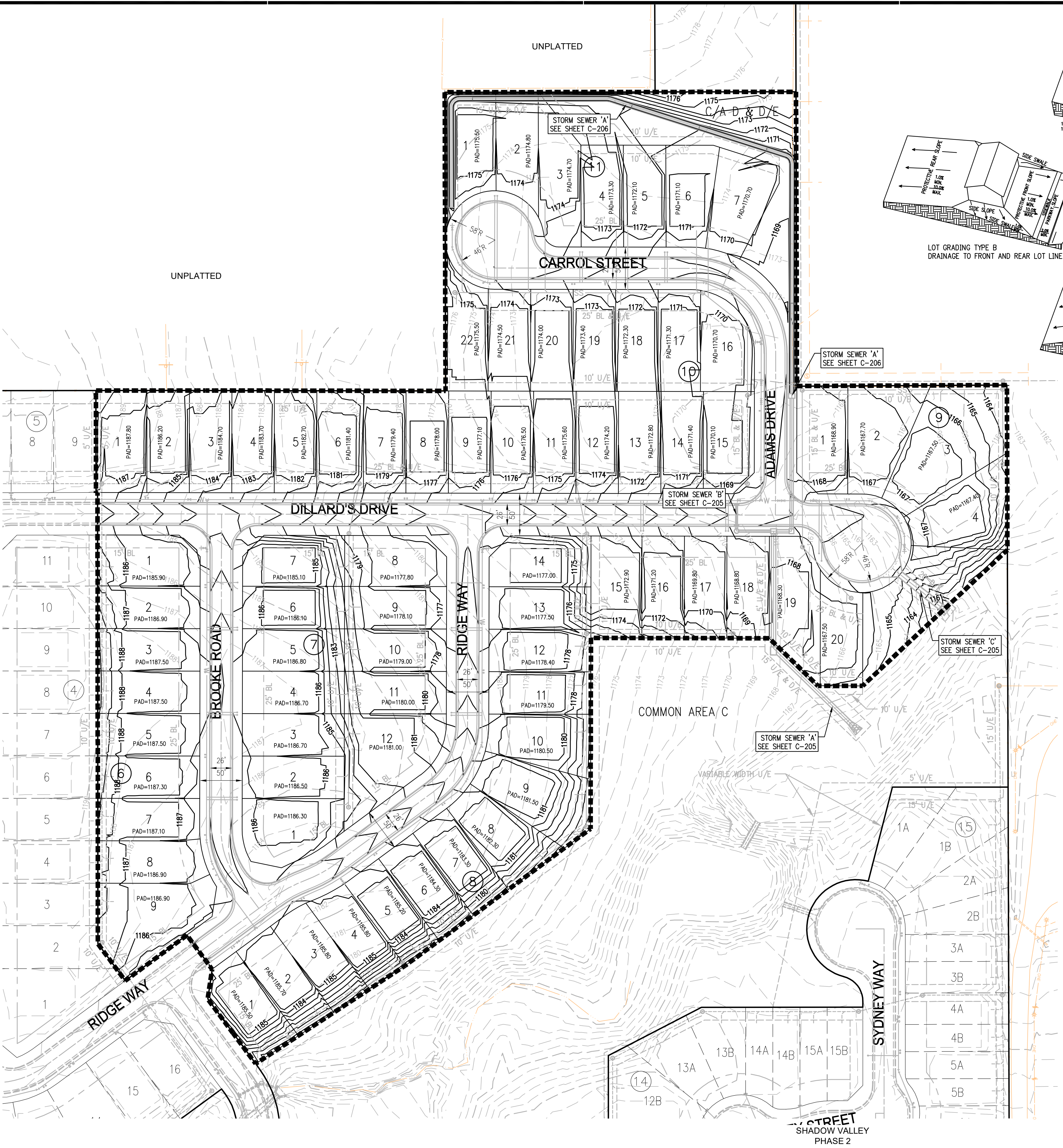
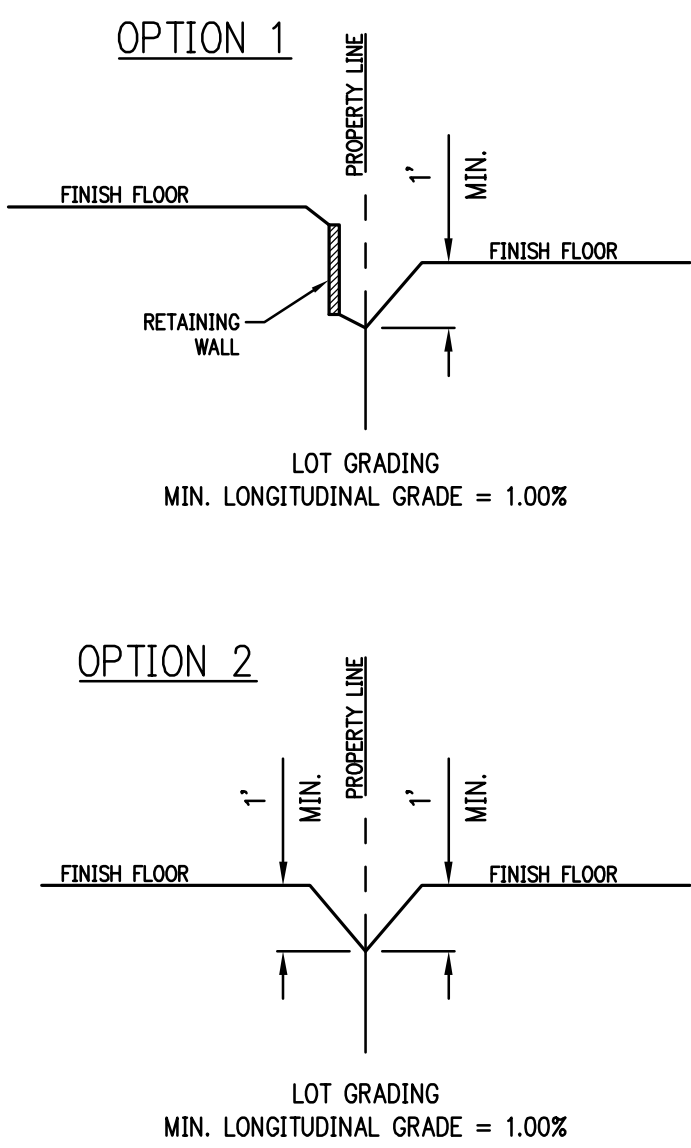
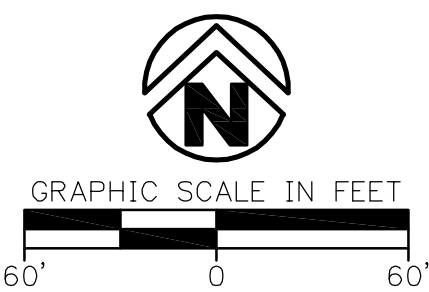
SHEET NO.	DESCRIPTION
C-001 C-101 C-102 C-103 C-201 C-202 C-203 C-204 C-205 C-206 C-501 C-502	COVER SHEET OVERALL PAVING PLAN DRAINAGE MAP GRADING PLAN DILLARD'S DRIVE PLAN AND PROFILE RIDGE WAY PLAN AND PROFILE BROOKE ROAD PLAN AND PROFILE ADAMS DRIVE & CARROL STREET PLAN AND PROFILE STORM SEWER A, B & C PLAN AND PROFILE STORM SEWER A (2) PLAN AND PROFILE EROSION CONTROL NOTES EROSION CONTROL PLAN & DETAILS
DETAILS	
D-104 D-108 D-203 S-300 D-408 D-501 D-504 S-1	STANDARD REINF. CONC. DROP INLETS FOR 15" TO 72" REINF. CONC. PIPES BICYCLE SAFE GRATE STANDARD REINF. CONC. JUNCTION BOX FOR 36" TO 72" REINF. CONC. PIPES STANDARD TYPICAL SECTIONS MISCELLANEOUS DETAILS STANDARD PREFABRICATED CULVERT END SECTIONS STANDARD CHANNEL LINER & FLUME DETAILS RETAINING WALLS STANDARD TYPICAL SECTIONS ASPHALTIC CONCRETE PAVING
ONE CALL UTILITY LOCATION NUMBER	
840-5032 1-800-522-6543	This number is to be used for information on the location of all underground utilities. Contact this number and other numbers specified in the plans prior to any excavation.
300 Pointe Parkway Blvd Yukon, Oklahoma 73099 Crafton Tull architecture engineering surveying 405.787.6270 405.787.6276 www.craftontull.com CERTIFICATE OF AUTHORIZATION: CA 973 (P)051 EXPIRES 6/30/2020	SUBMITTAL DATES CHECK PRINT #1 Date: _____ CHECK PRINT #2 Date: _____ FINAL PLANS Date: _____
PREPARED BY: BRAD REID (405) 787-6270	CONSTRUCTION MUST BEGIN WITHIN ONE (1) YEAR FROM THE DATE OF APPROVAL, OR THAT APPROVAL IS WITHDRAWN.
REGISTERED PROFESSIONAL ENGINEER RENEWAL DATE: 11/2020	DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION Field Checked by: _____ Date: _____ Checked by: _____ Date: _____ Checked by: _____ Date: _____ Checked by: _____ Date: _____ APPROVED: _____ City Engineer
	PAVING & DRAINAGE PLANS TO SERVE SHADOW VALLEY PHASE 3

Key Plan

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PRELIMINARY PLANS

C-103



DRAWING: \\KOCFILE\JOBS\120112600_SHADOWWATTS\INFRASTRUCTURE\CIVIL\DWG\UPGRADING PLANT.DWG
LAYOUT: GRADING PLAN LAST SAVED: MS7390, 1/15/2021 1:16 PM
PLOTTED BY: MATTHEW SHORT, 1/20/2021 3:04 PM (PLOTTED BY: ONLY VALID ON HARD COPY)

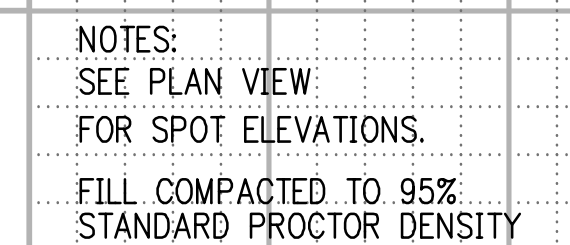
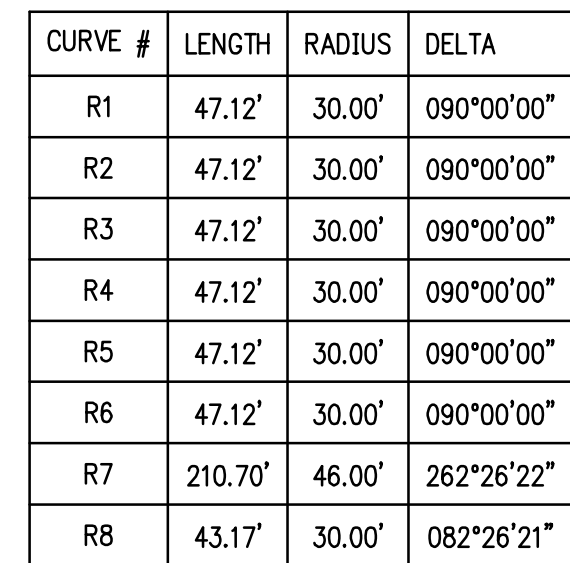
Key Plan

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DILLARD'S DRIVE

SHADOW VALLEY PHASE 3



DRAWING: \\KOFCEFILES\0612800_S&A\DWG\13 INFRASTRUCTURE\CONVLDWG\13-PAVING.DWG
 LAYOUT: DILLARDS DRIVE
 LAST SAVED: MS7360, 1/20/2021 5:42 PM
 CREDITED BY: MATTHEW SHORT, 1/20/2021 6:08 PM, CREDITED BY: ONLY VALID ON HARD COPY

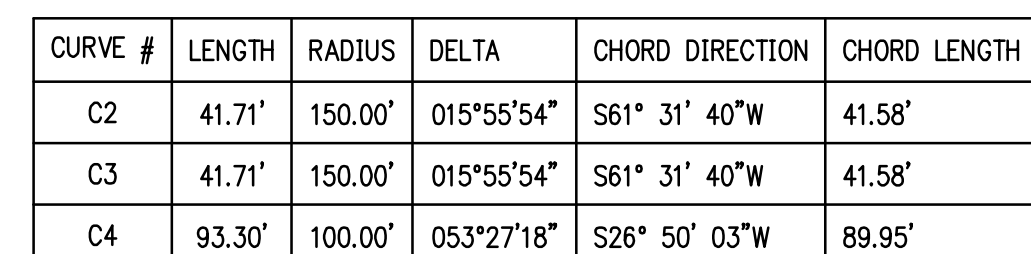
Key Play

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PRELIMINARY PLANS

RIDGE WAY

SHADOW VALLEY PHASE 3



SCALE: HORIZ: 1" = 40'
VERT: 1" = 4'

NOTES:
SEE PLAN VIEW
FOR SPOT ELEVATIONS.
FILL COMPACTED TO 95%
STANDARD PROCTOR DENSITY

DRAWING: \\KOF\FILES\JOBFILES\20612800_SHADOWN\1\3\INFRASTRUCTURE\CIVIL\DWG\UPP-PAVING.DWG
 YOU: RIDGEWAY LAST SAVED: M57390, 1/20/2021 5:42 PM
 COTED BY: MATTHEW SHORT, 1/20/2021 4:08 PM PLOTTED BY: ONLY VALID ON HARD COPY

Key Plan

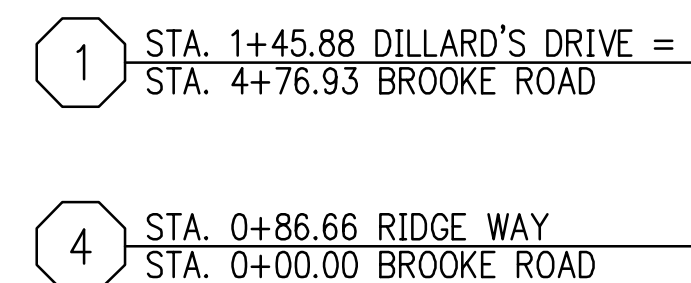
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PRELIMINARY PLANS

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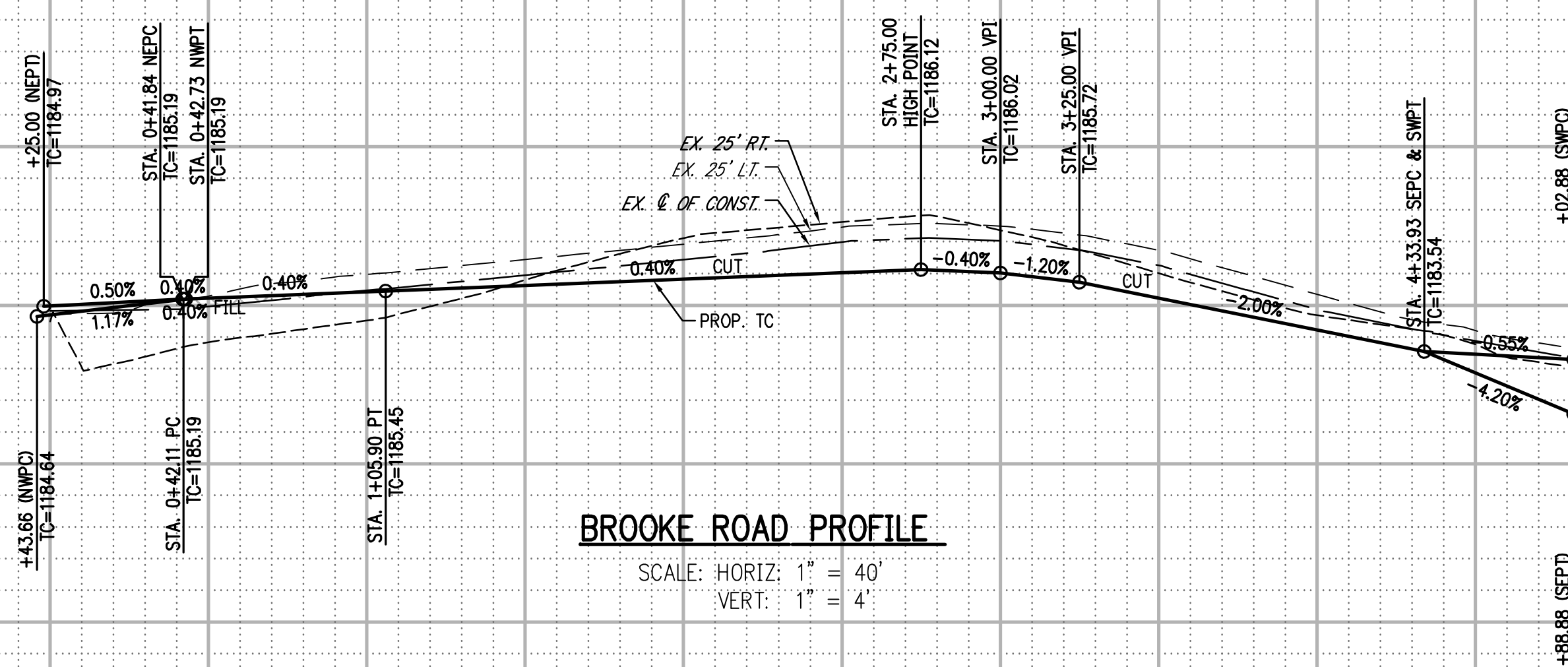
C-203

SHADOW VALLEY PHASE 3



CURVE #	LENGTH	RADIUS	DELTA
R1	47.12'	30.00'	090°00'00"
R2	47.12'	30.00'	090°00'00"
R9	46.94'	30.00'	089°38'40"
R10	43.84'	30.00'	083°43'37"

	LEGEND
OMIT CROWN	
	WATER VALVE CURB MARKING
	WATER SERVICE CURB MARKING
	UTILITY CROSSING (SEE PROFILE)
WATER LINE	
SANITARY SEWER LINE	
PROP TC -	
EX. 25' OF CONST. -	
EX. 25' LT. -	
EX. 25' RT. -	



SCALE: HORIZ: 1" = 40'
VERT: 1" = 4'

NOTES:
SEE PLAN VIEW
FOR SPOT ELEVATIONS.
FILL COMPACTED TO 95%
STANDARD PROCTOR DENSITY

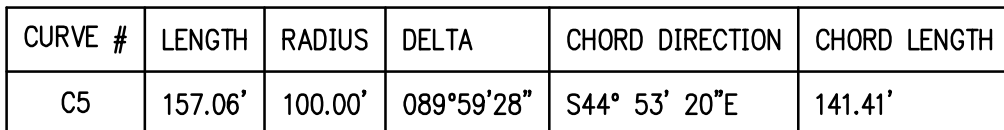
Key Plan

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PRELIMINARY PLANS

ADAMS DRIVE & CARROL STREET

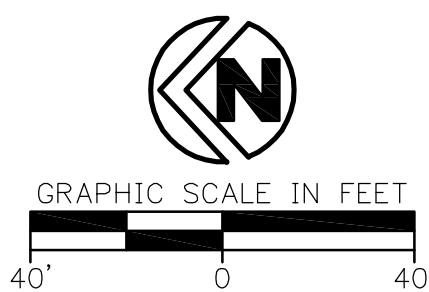
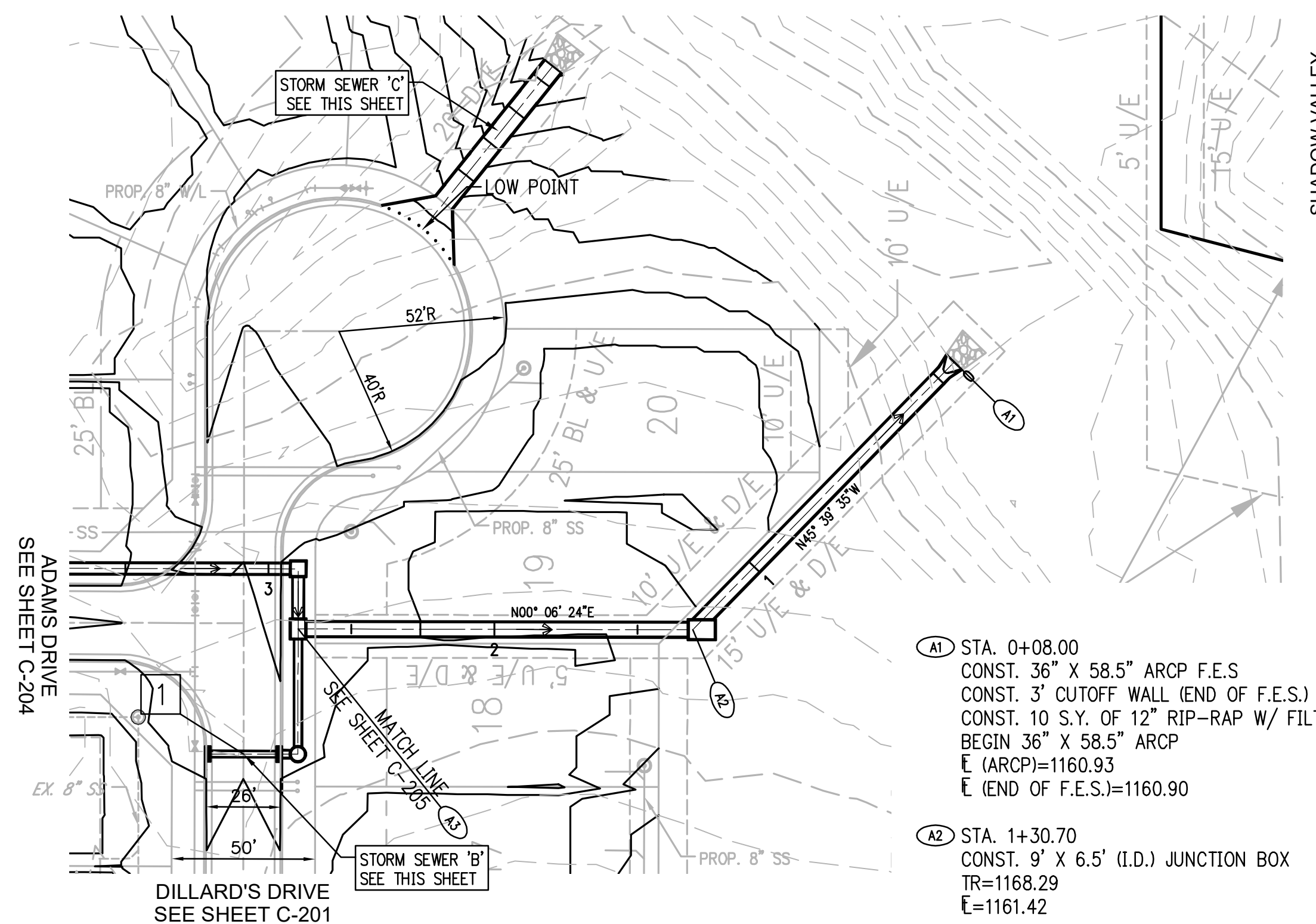
SHADOW VALLEY PHASE 3



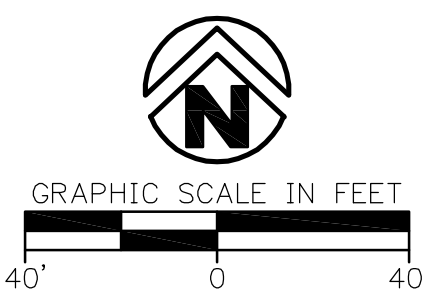
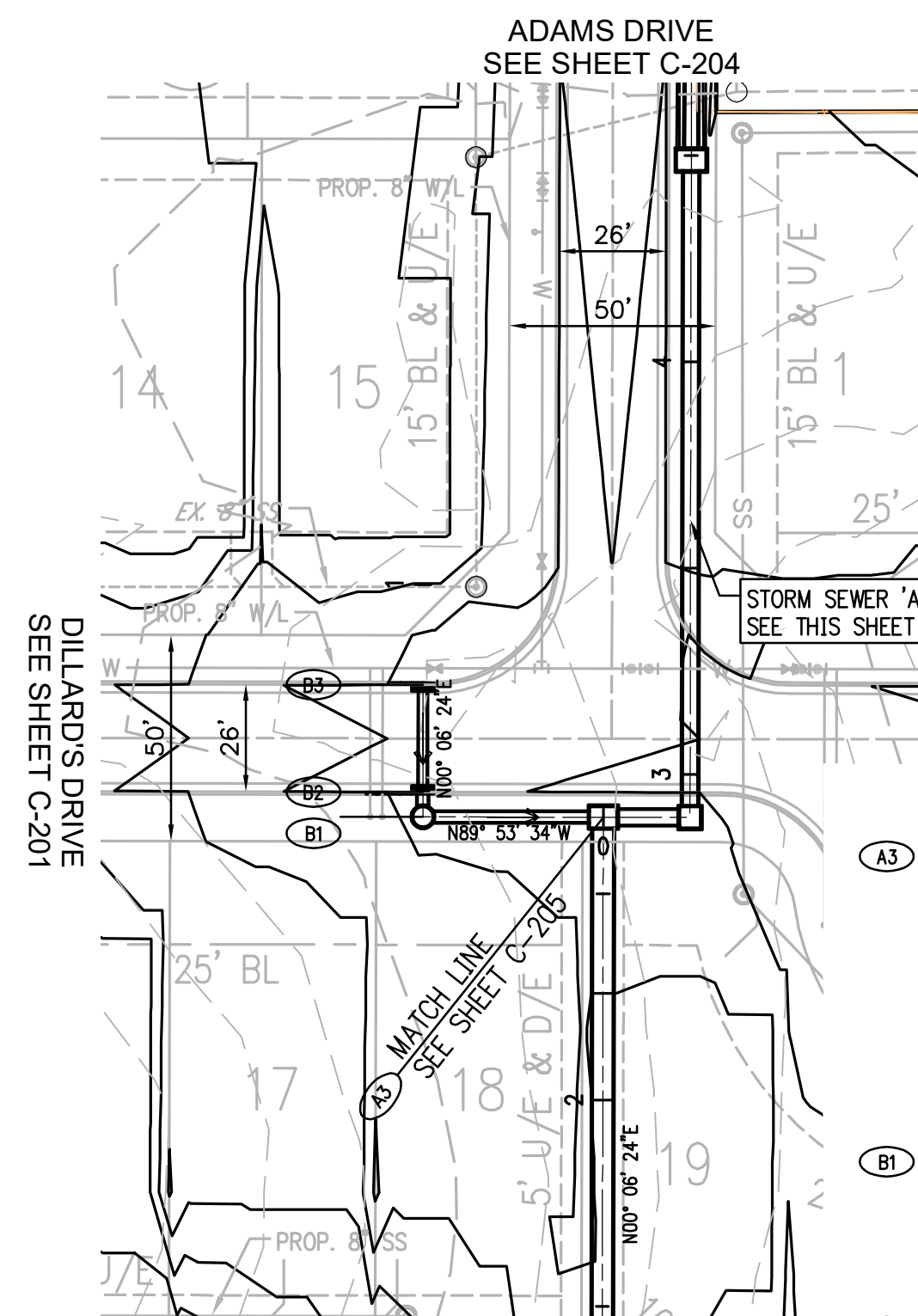
SCALE: HORIZ: 1" = 40'
VERT: 1" = 4'

NOTES:
SEE PLAN VIEW
FOR SPOT ELEVATIONS.
FILL COMPACTED TO 95%
STANDARD PROCTOR DENSITY

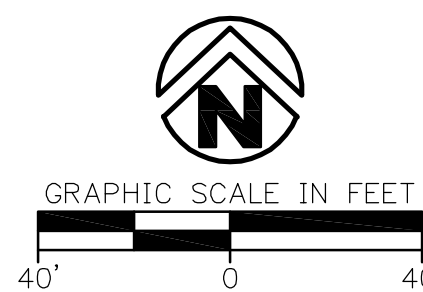
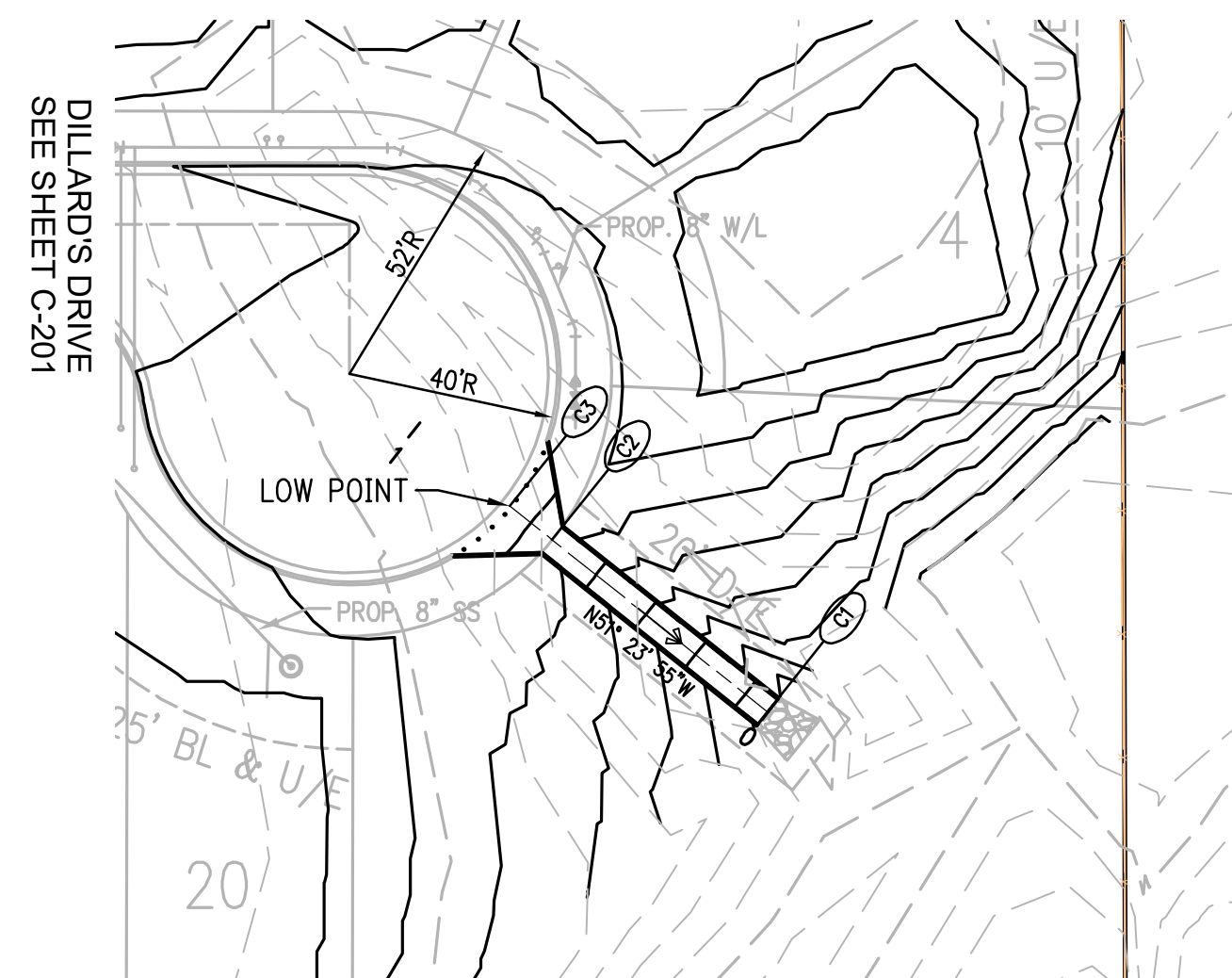
$$\boxed{1} \frac{\text{STA. } 0+62.73 \text{ @ STORM SEWER B}}{\text{STA. } 7+52.15 \text{ @ DILLARD'S DRIVE}}$$



STORM SEWER "A" PLAN



STORM SEWER "B" PLAN



STORM SEWER "C" PLAN

(A1) STA. 0+08.00
CONST. 36" X 58.5" ARCP F.E.S
CONST. 3' CUTOFF WALL (END OF F.E.S.)
CONST. 10 S.Y. OF 12" RIP-RAP W/ FILTER FABRIC MAT
BEGIN 36" X 58.5" ARCP
E (ARCP)=1160.93
E (END OF F.E.S.)=1160.90

(A2) STA. 1+30.70
CONST. 9' X 6.5' (I.D.) JUNCTION BOX
TR=1168.29
E=1161.42

A3 STA. 2+68.54 STS A =
STA. 0+00.00 STS B
END 36" X 58.5" ARCP
CONST. 6.5' X 5' (I.D.) JUNCTION BOX
BEGIN 26 5/8" X 43 3/4" ARCP
TR=1167.37
┌ STS A (IN)=1162.76
└ STS B (IN)=1162.48
┌ STS A (OUT)=1161.98
MATCH LINE - SEE SHEET C-206

A3 STA. 0+00.00 STS B =
STA. 2+68.54 STS A
6.5' X 5' (I.D.) JUNCTION BOX
BEGIN 30" RCP
TR=1167.37
[STS A (IN)=1162.76
[STS B (IN)=1162.48
[STS A (OUT)=1161.98

(B1) STA. 0+43.73
 CONST. 5' (I.D.) MANHOLE
 TR=1167.89
 E=1162.74

(B2) STA. 0+49.73
 END 30" RCP
 CONST. D-2-2 INLET
 BEGIN 24" RCP
 TC=1167.83
 E (IN)=1163.27
 E (OUT)=1162.77

(B3) STA. 0+75.73
END 24" RCP
CONST. D-2-1 INLET
TC=1167.83
E=1163.38

(C1) STA. 0+00.00
BEGIN 7' X 0.5' CONC. FLUME
CONST 3' CUTOFF WALL
CONST. 10 S.Y. OF 12" RIP-RAP W/ FILTER FABRIC MAT
E=1160.55

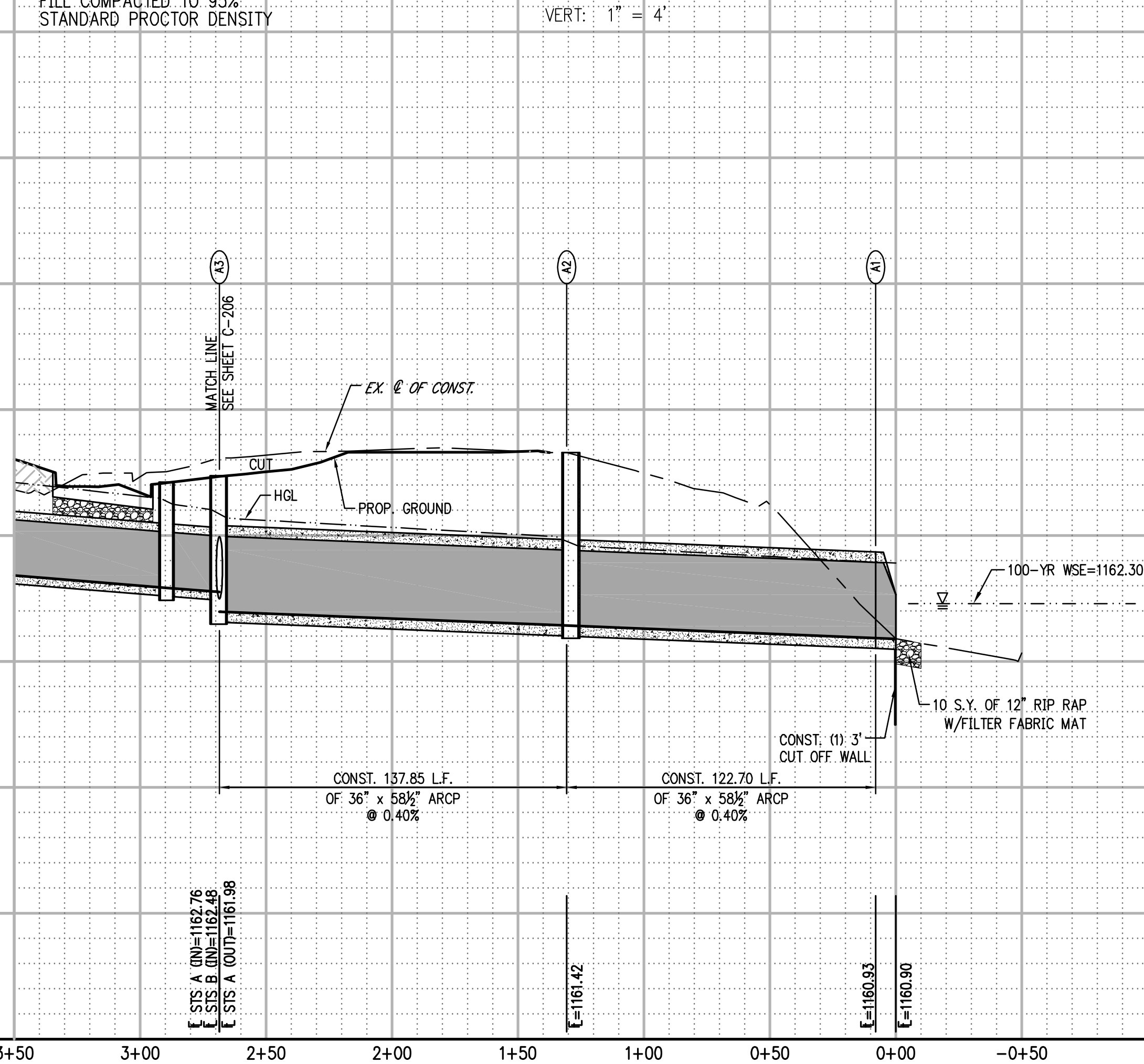
C2 STA. 0+60.98
END 7' X 0.5' CONC. FLUME
BEGIN 33' X 0.5' TO 7' X 0.5' CONC. FLUME TRANSITION
E=1164.88

C3 STA. 0+72.98
END 33' X 0.5' TO 7' X 0.5' CONC. FLUME TRANSITION
E=1165.12

NOTES:
SEE PLAN VIEW
FOR SPOT ELEVATIONS.
FILL COMPACTED TO 95%
STANDARD PROCTOR DENSITY

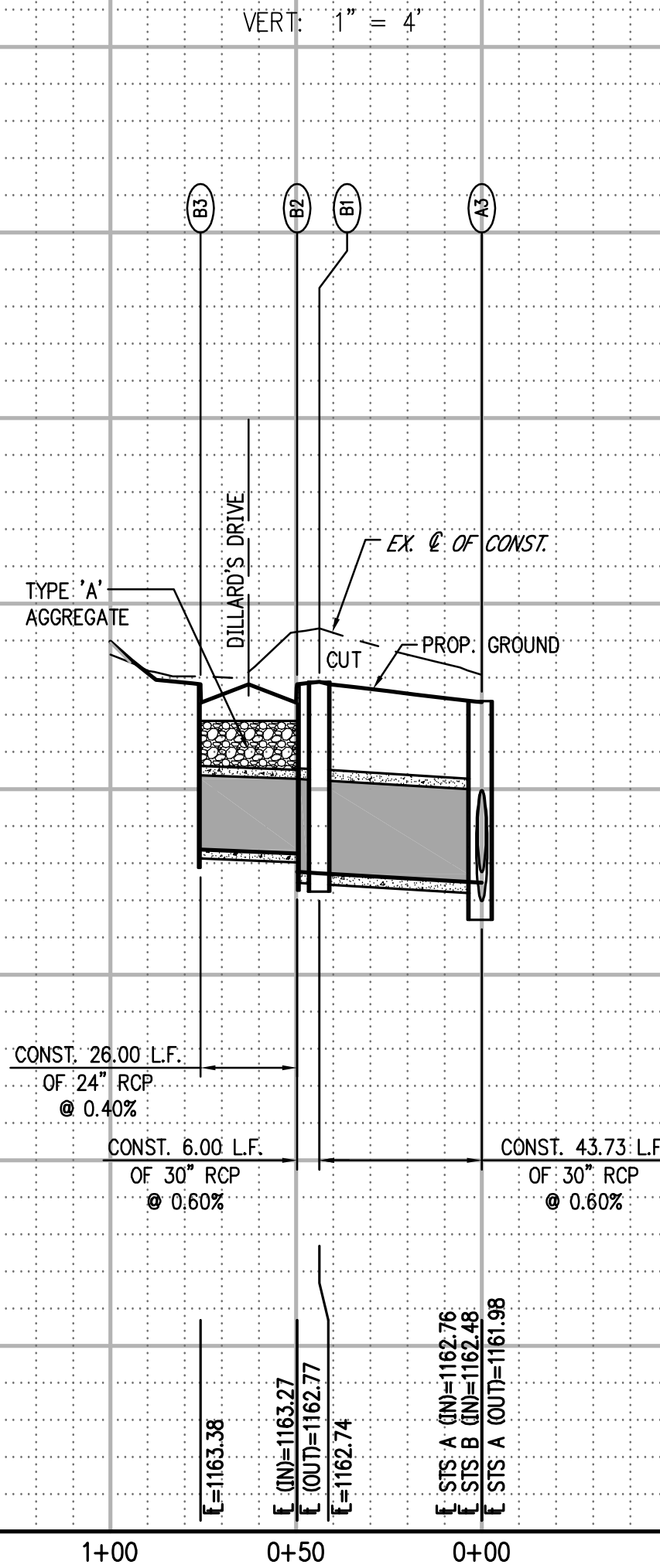
STORM SEWER "A" PROFILE

SCALE: HORIZ: 1" = 40'
VERT: 1" = 4'



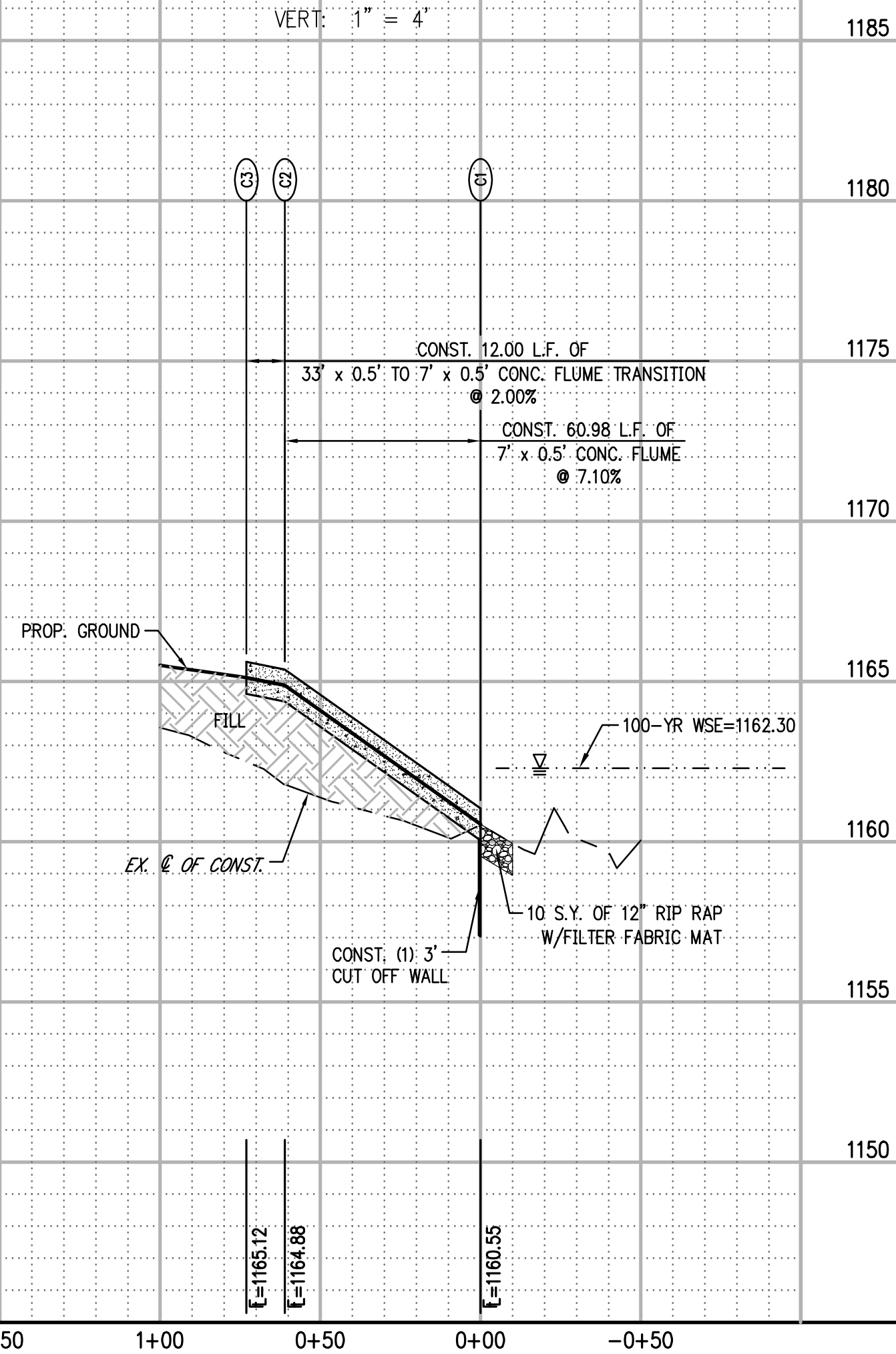
STORM SEWER "B" PROFILE

SCALE: HORIZ: 1" = 40'
VERT: 1" = 4'



STORM SEWER "C" PROFILE

SCALE: HORIZ: 1" = 40'
VERT: 1" = 4'



WARNING: \\K0FILE\OFFICES\20612800_SHADOW\13\INFRASTRUCTURE\CIVIL\DWG\IPS-STOR\ALDWING
YOUR STORM SEWER A, B & C LAST SAVED: MS7590, 1/20/2021 5:02 PM
COTED BY: MATTHEW SHOOT, 1/20/2021 6:16 PM [PLOTTED BY: ONLY VALID ON HARD COPY]

[illegible]

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PROJECT NO: 20612800
ISSUE DATE: 01/20/2021
CONTACT: Brad Reid
CHECKED BY:

PRELIM
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STORM SEWER A, B & C

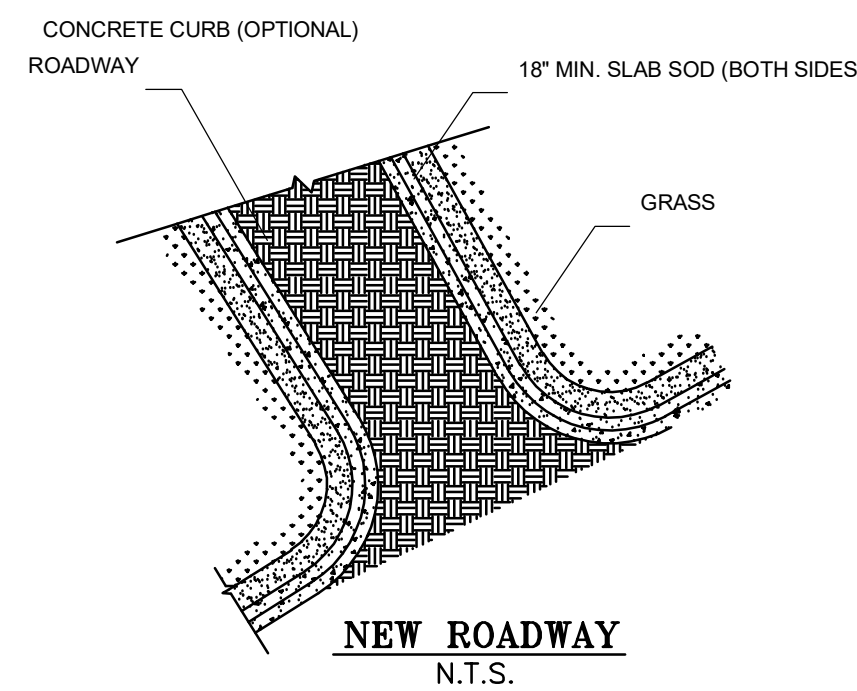
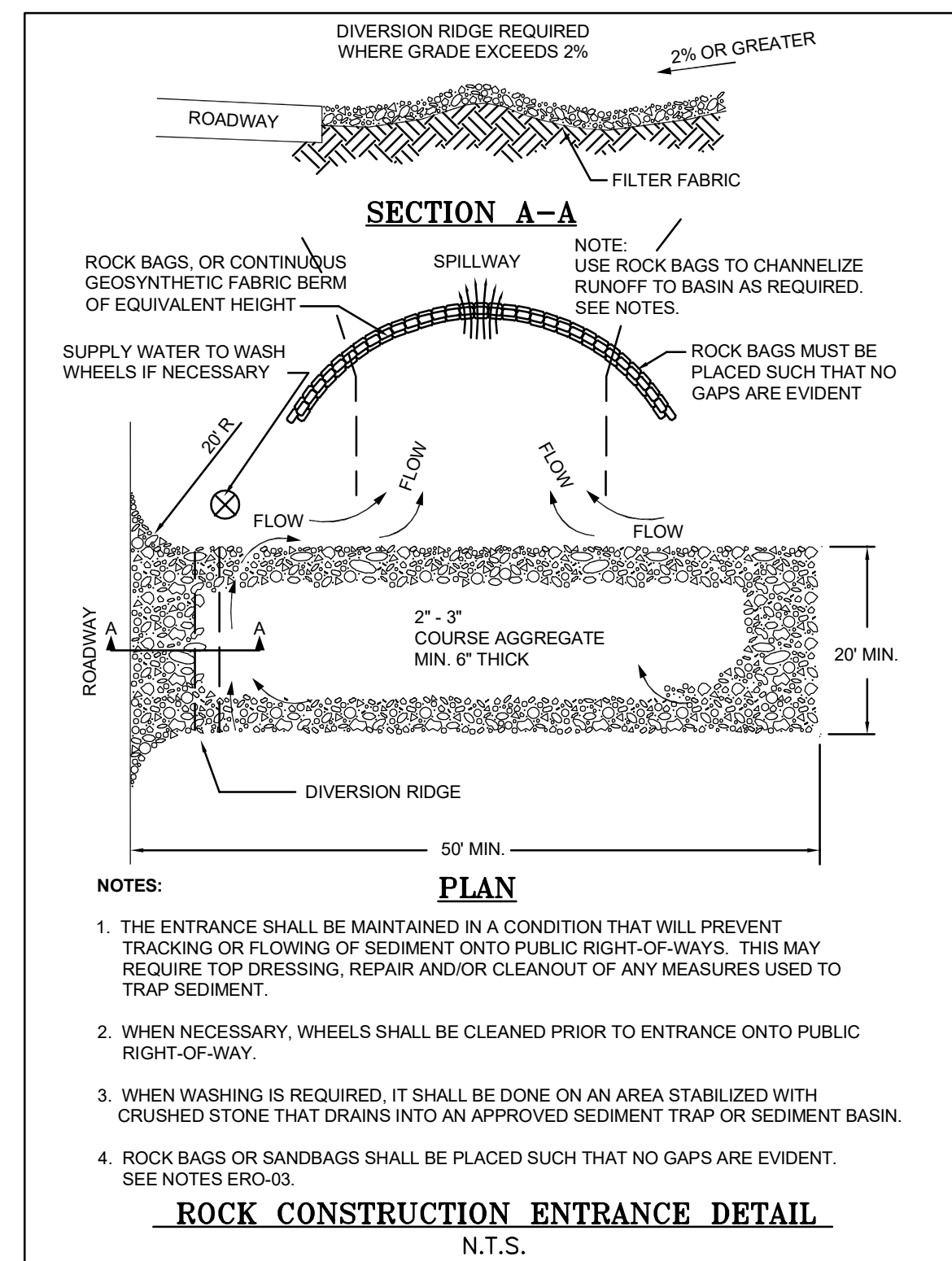
C-205

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE TO APPLICABLE SECTIONS OF THE CODE OF ORDINANCES OF THE CITY OF CHICKASHA.
2. PRIOR TO ANY CONSTRUCTION THE CONTRACTOR SHALL INSTALL THE SILT SCREENING, AS SHOWN OR ANY OTHER EROSION & SILTATION MEASURES NECESSARY TO STOP ANY SEDIMENT PRODUCED DURING SOIL DISTURBING ACTIVITIES.
3. DURING ALL SOIL DISTURBING ACTIVITIES, THE CONTRACTOR WILL TAKE APPROPRIATE STEPS USING ACCEPTED CONSTRUCTION METHODS TO MINIMIZE THE TIME OF EXPOSURE TO RAINFALL. PARTICULAR CARE MUST BE EXERCISED WHEN DEALING WITH STOCKPILES OF TOPSOIL OR FILL MATERIALS AND WITH SOIL ON SLOPES. THE CONTRACTOR WILL MAINTAIN LOG OF THE DATES OF ALL MAJOR GRADING AND SILT DISTURBANCE ACTIVITIES AND OF THE INSTALLATION OF ALL MANAGEMENT PRACTICES OR CONTROL MEASURES.
4. FOLLOWING THE COMPLETION OF THE CONSTRUCTION ALL DISTURBED SOIL WILL BE RESTORED BY APPROPRIATE METHODS (I.e. SODDING, SPRIGGING AND/OR SEEDING OF GRASS) TAKING CARE TO STABILIZE SLOPES TO THEIR FINAL GRADE. ALL TEMPORARY CONTROL MEASURES WILL BE REMOVED.
5. THE CONTRACTOR SHALL CONSTRUCT CONSTRUCTION ENTRANCE'S AT LOCATION SHOWN.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPAIR OR REPLACEMENT OF ALL EROSION CONTROL DEVICES DAMAGED DUE TO CONSTRUCTION.
7. THE CONTRACTOR SHALL COMPLY WITH ALL RULES, REGULATIONS AND/OR LAWS PERTAINING TO EROSION AND SILTATION CONTROL AS THEY APPLY TO THE PAVING AND DRAINAGE PROJECT.
8. A COPY OF THE EROSION CONTROL SITE PLAN MUST BE ON THE SITE AT ALL TIMES AND AVAILABLE TO THE INSPECTOR UPON REQUEST.
9. 18" SOD ALONG ALL FLUMES AND CURB & GUTTER.

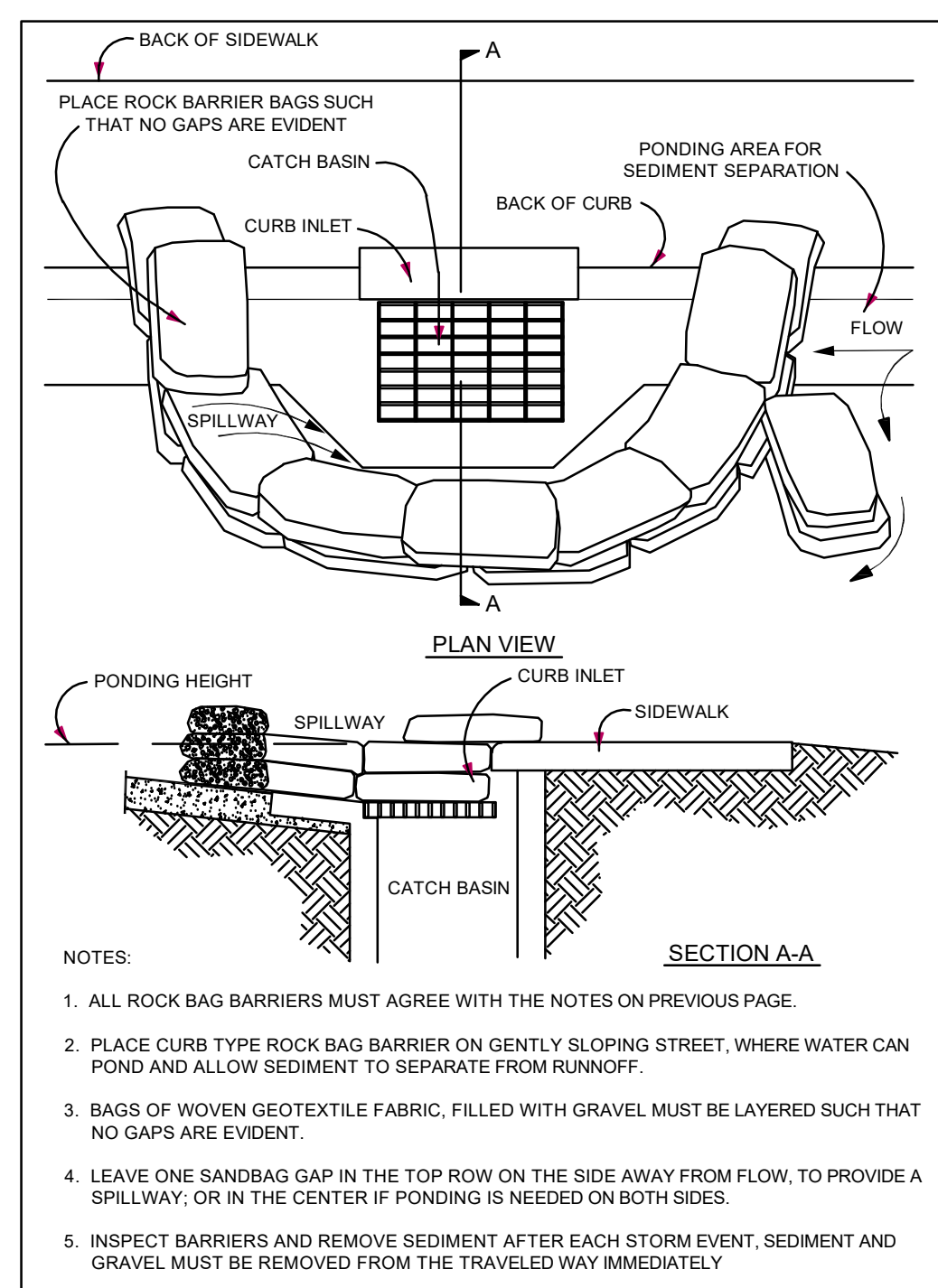
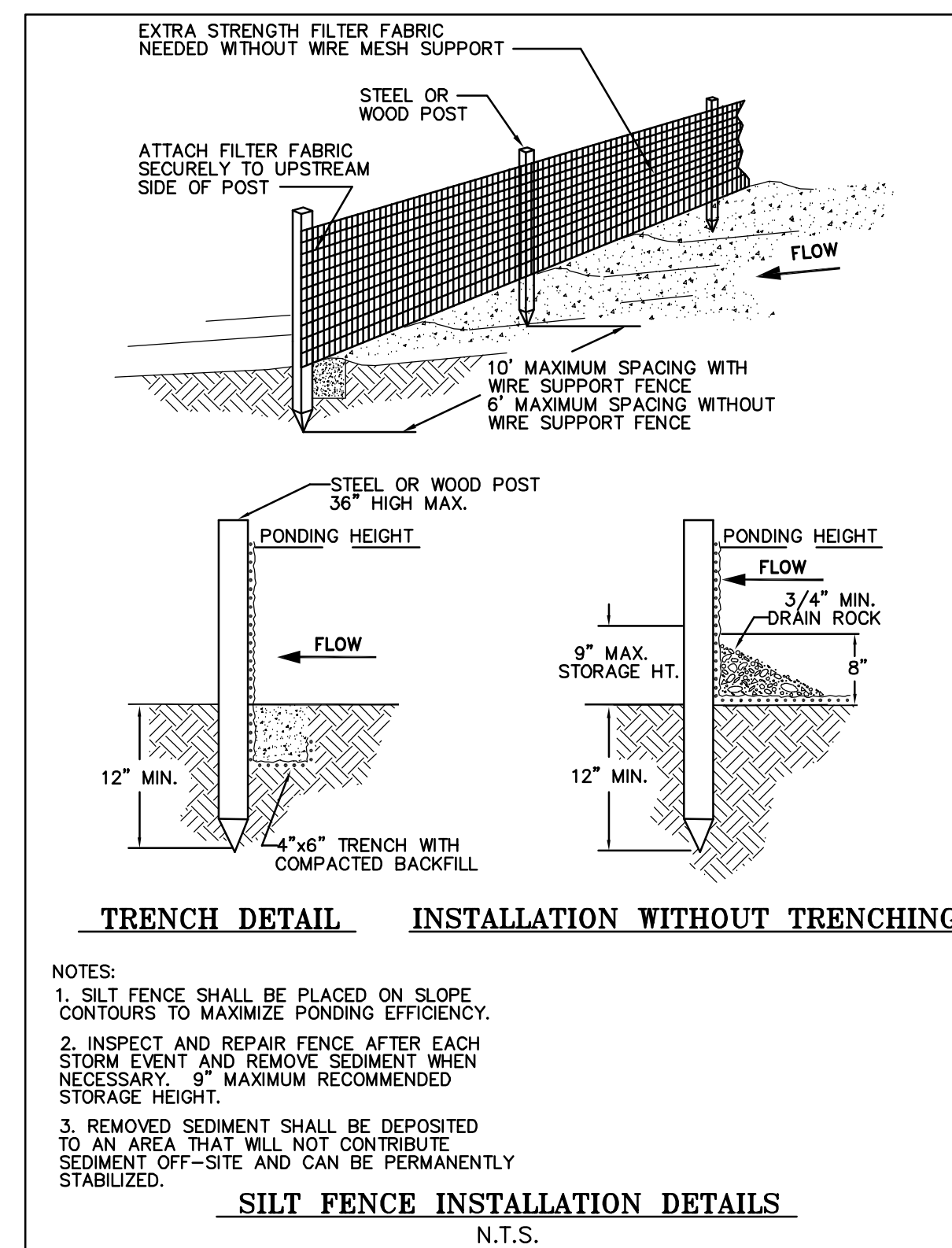
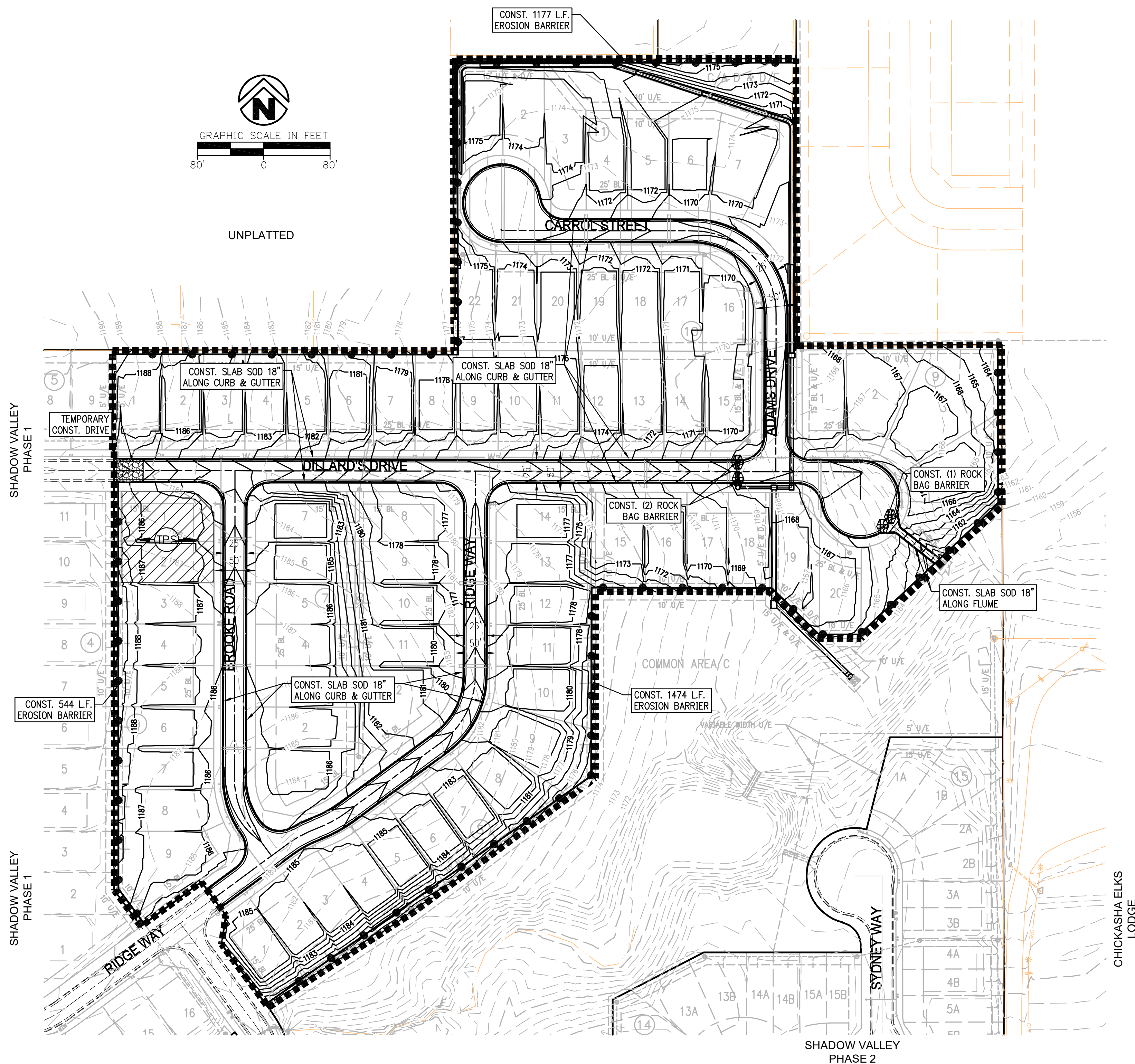
← (TPS) → TPS TEMPORARY PARKING AND STORAGE

	ROCK BAG BARRIER
	TEMPORARY STONE CONSTRUCTION EXIT
	EROSION BARRIER
	LIMITS OF DISTURBANCE

NOTE: EROSION BARRIER MAY INCLUDE SILT FENCE, ROCK BAGS, TRIANGULAR SILT DIKE OR 50 FT. ESTABLISHED VEGETATIVE BARRIER.



- TEMPORARY EROSION CONTROL**
1. INSTALL STABILIZED CONSTRUCTION ENTRANCE AS SHOWN.
 2. ERECT PERIMETER EROSION CONTROL FENCE PRIOR TO COMMENCING GRADING OPERATIONS.
- PERMANENT EROSION CONTROL**
1. SLAB SOD TO BE INSTALLED ALONG THE EDGE OF THE CONCRETE LINER, AS PER STANDARD DETAIL.
 2. SLAB SOD TO BE PLACED BACK OF ALL CURBS ALONG STREETS AND CONCRETE FLUMES
 3. ENTIRE DISTURBED AREAS TO BE STABILIZED BY SEEDING OR MULCH NO LATER THAN 14 DAYS UPON COMPLETION OF CONSTRUCTION ACTIVITIES



CERTIFICATE OF AUTHORIZATION:
CA 973 (PE/LS) EXPIRES 6/30/2022

SHADOW VALLEY
PHASE 3
CHICKASHA, OKLAHOMA

Key Plan

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PROJECT NO: 20612800

ISSUE DATE: 01/20/2021

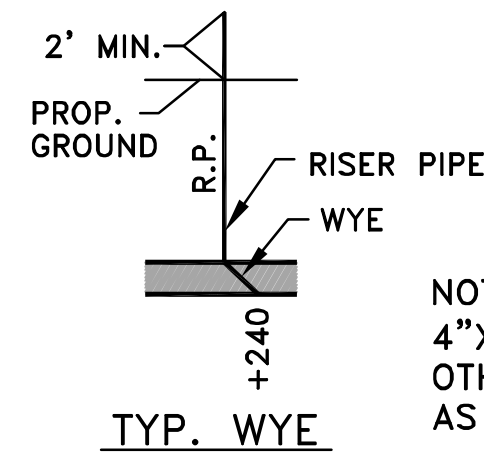
CONTACT: _____
CHECKED BY: _____

PRELIMINARY PLANS

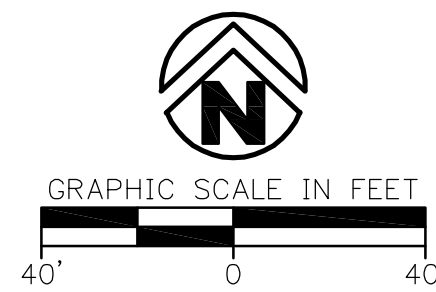
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EROSION CONTROL PLAN & DETAILS

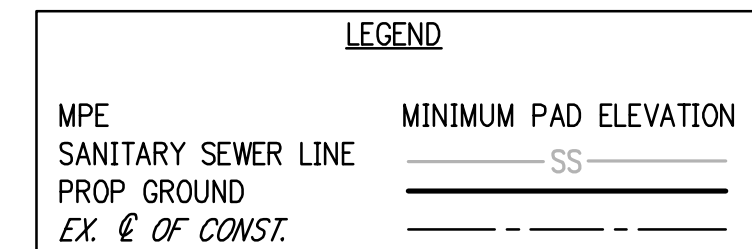
C-502



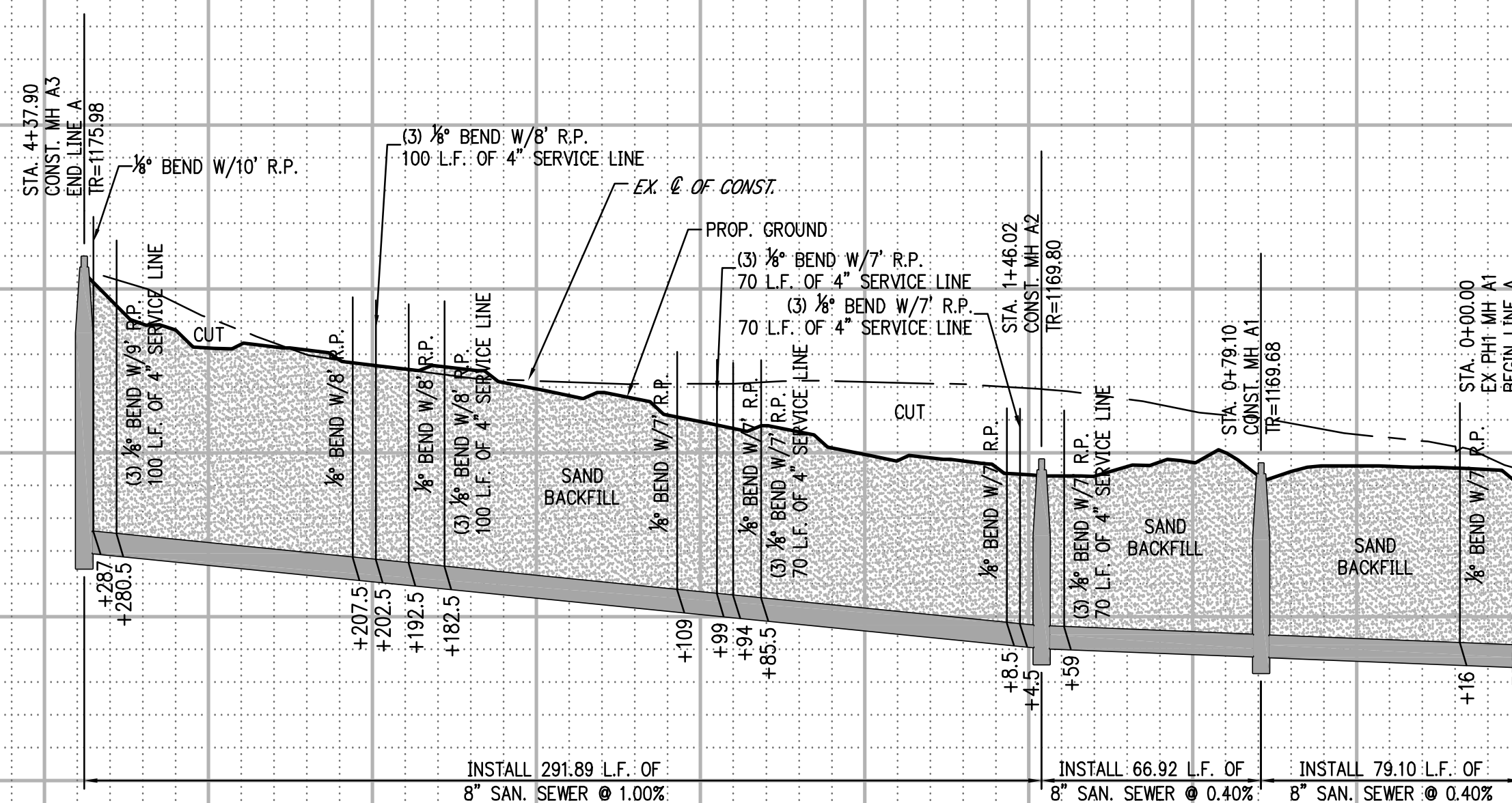
NOTE: ALL WYES ARE 8"X4" WITH 4"X1/8" BENDS UNLESS NOTED OTHERWISE. LENGTH OF RISER PIPE AS SHOWN.



SANITARY SEWER LINE A PLAN



SCALE: HORIZ: 1" = 40'
VERT: 1" = 4'



NOTE:

WHERE FILL MATERIAL IS INDICATED, SUCH MATERIAL SHALL BE PLACED AND COMPACTED IN SIX (6) INCH LIFTS FOR HAND-TAMPED EQUIPMENT AND THIRTY (30) INCH LIFTS FOR POWER-DRIVEN EQUIPMENT TO 95% STANDARD PROCTOR DENSITY PRIOR TO TRENCHING.

300 Pointe Parkway Boulevard
Yukon, Oklahoma 73099

 **Crafton Tull**
architecture | engineering | surveying

405.787.6270 | 405.787.6276 f
www.craftontull.com

CERTIFICATE OF AUTHORIZATION:
CA 973 (PE/LS) EXPIRES 6/30/2022

SHADOW VALLEY
PHASE 3

CHICKASHA, OKLAHOMA

Key Plan

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PROJECT NO: 20612800

ISSUE DATE: 01/20/2021

CONTACT: Brad Reid
CHECKED BY:

PRELIMINARY PLANS

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C-201

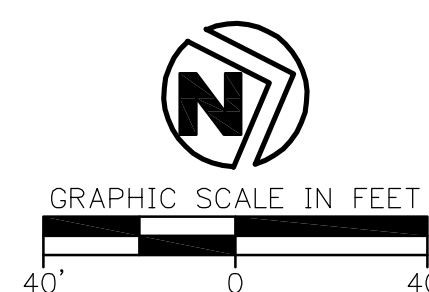
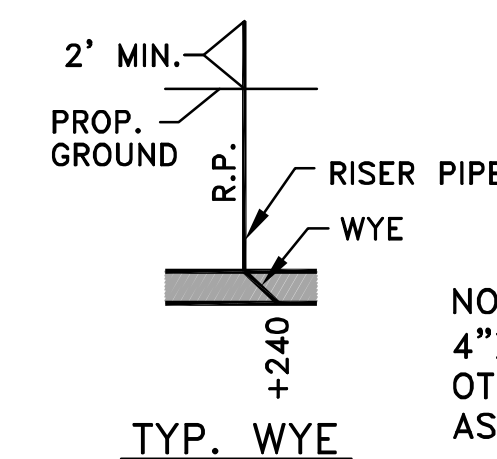
SHADOW VALLEY PHASE 3

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PRELIMINARY PLANS

SANITARY SEWER LINE E

SHADOW VALLEY PHASE 3



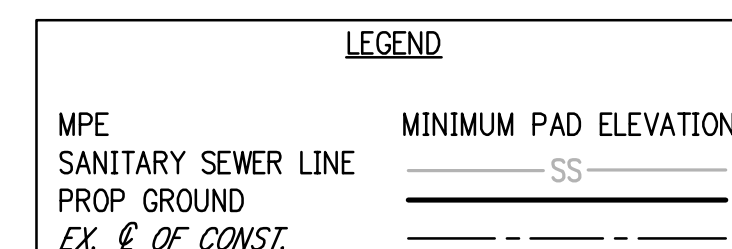
SANITARY SEWER LINE B PLAN

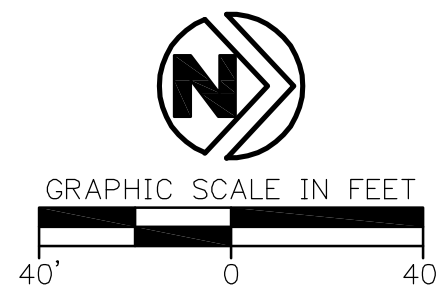
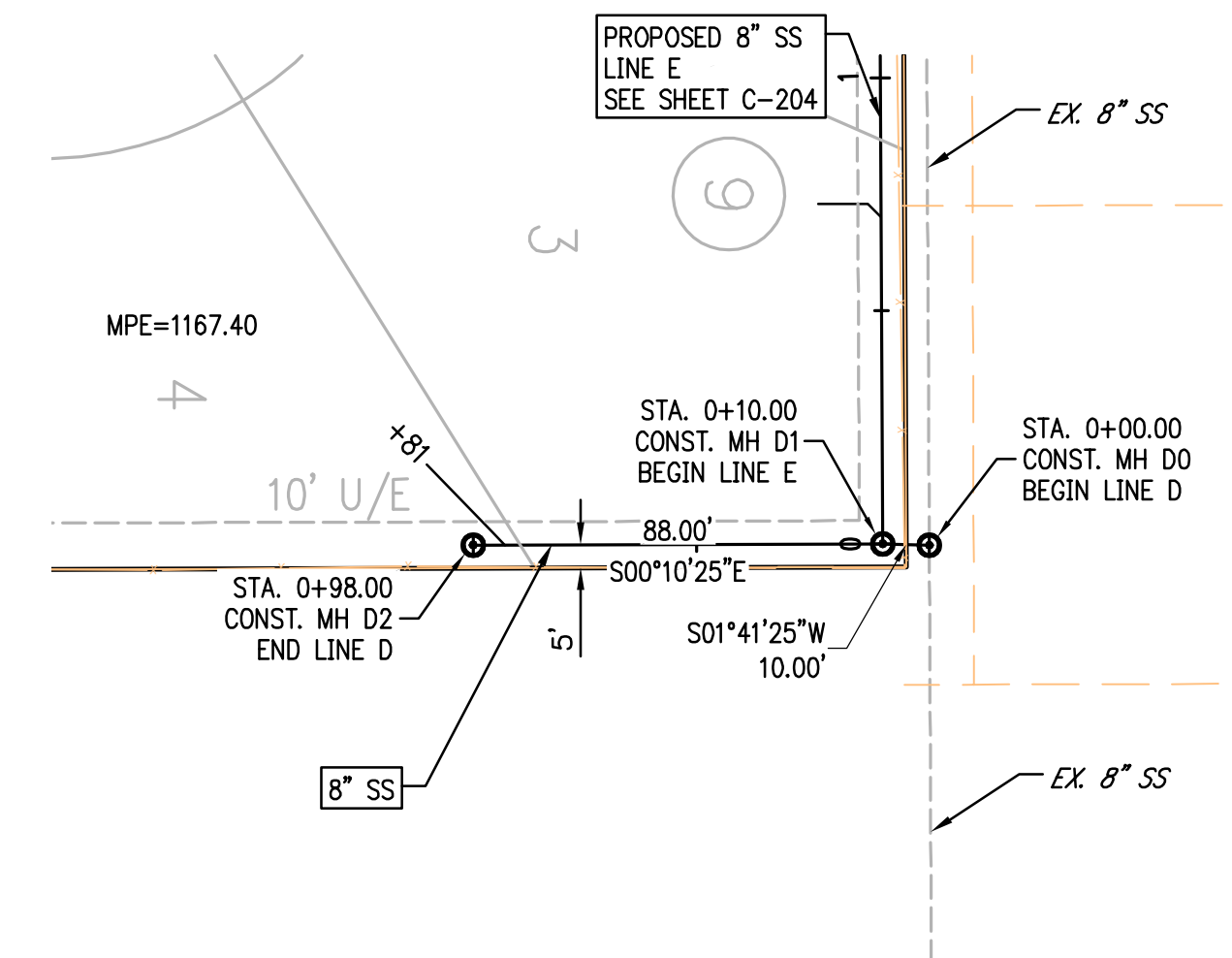


SCALE: HORIZ: 1" = 40'
VERT: 1" = 4'



WHERE FILL MATERIAL IS INDICATED SUCH MATERIAL SHALL BE PLACED AND COMPACTED IN SIX (6) INCH LIFTS FOR HAND-TAMPED EQUIPMENT AND THIRTY (30) INCH LIFTS FOR POWER-DRIVEN EQUIPMENT TO 95% STANDARD PROCTOR DENSITY PRIOR TO TRENCHING.





SCALE: HORIZ: 1" = 40'
VERT: 1" = 4'



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PRELIMINARY PLANS

SANITARY SEWER LINE C & D

SHADOW VALLEY PHASE 3

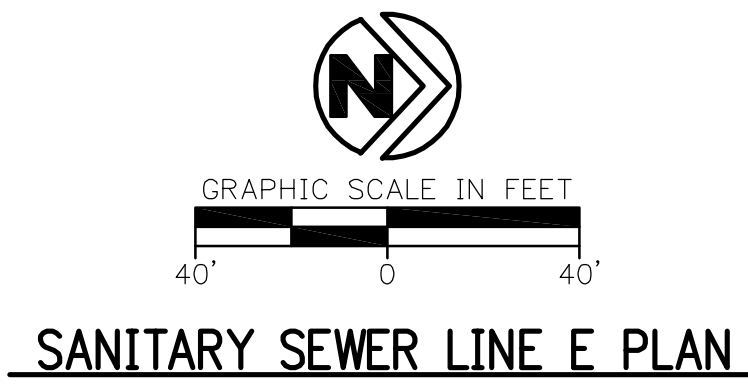
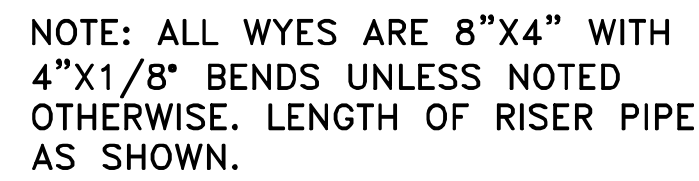
Key Plan

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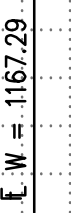
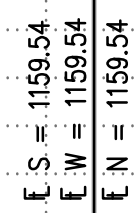
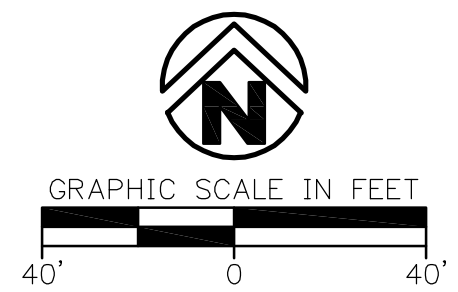
PRELIMINARY PLANS

SANITARY SEWER LINE E & F

SHADOW VALLEY PHASE 3



WHERE FILL MATERIAL IS INDICATED SUCH MATERIAL SHALL BE PLACED AND COMPACTED IN SIX (6) INCH LIFTS FOR HAND-TAMPED EQUIPMENT AND THIRTY (30) INCH LIFTS FOR POWER-DRIVEN EQUIPMENT TO 95% STANDARD PROCTOR DENSITY PRIOR TO TRENCHING.

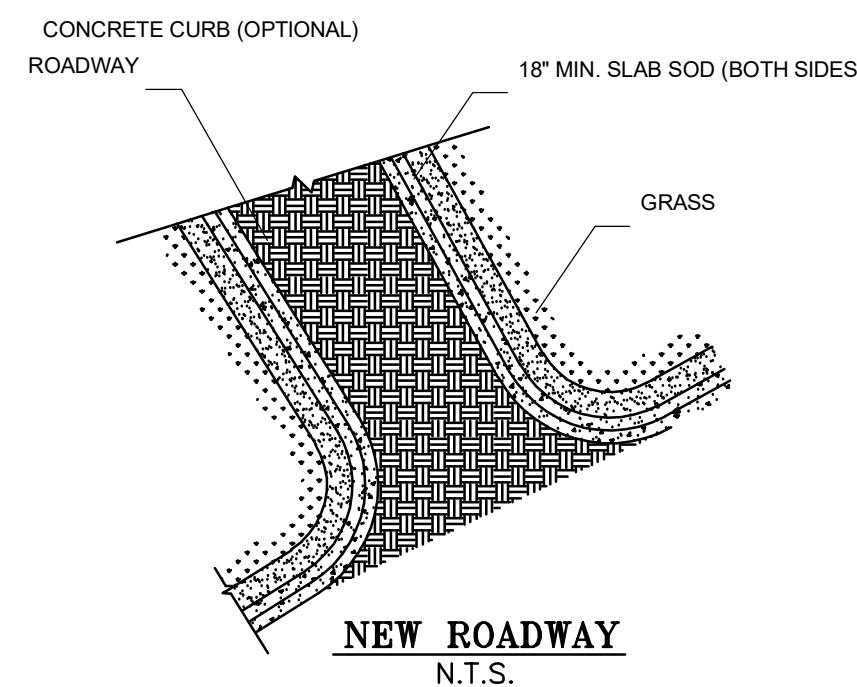
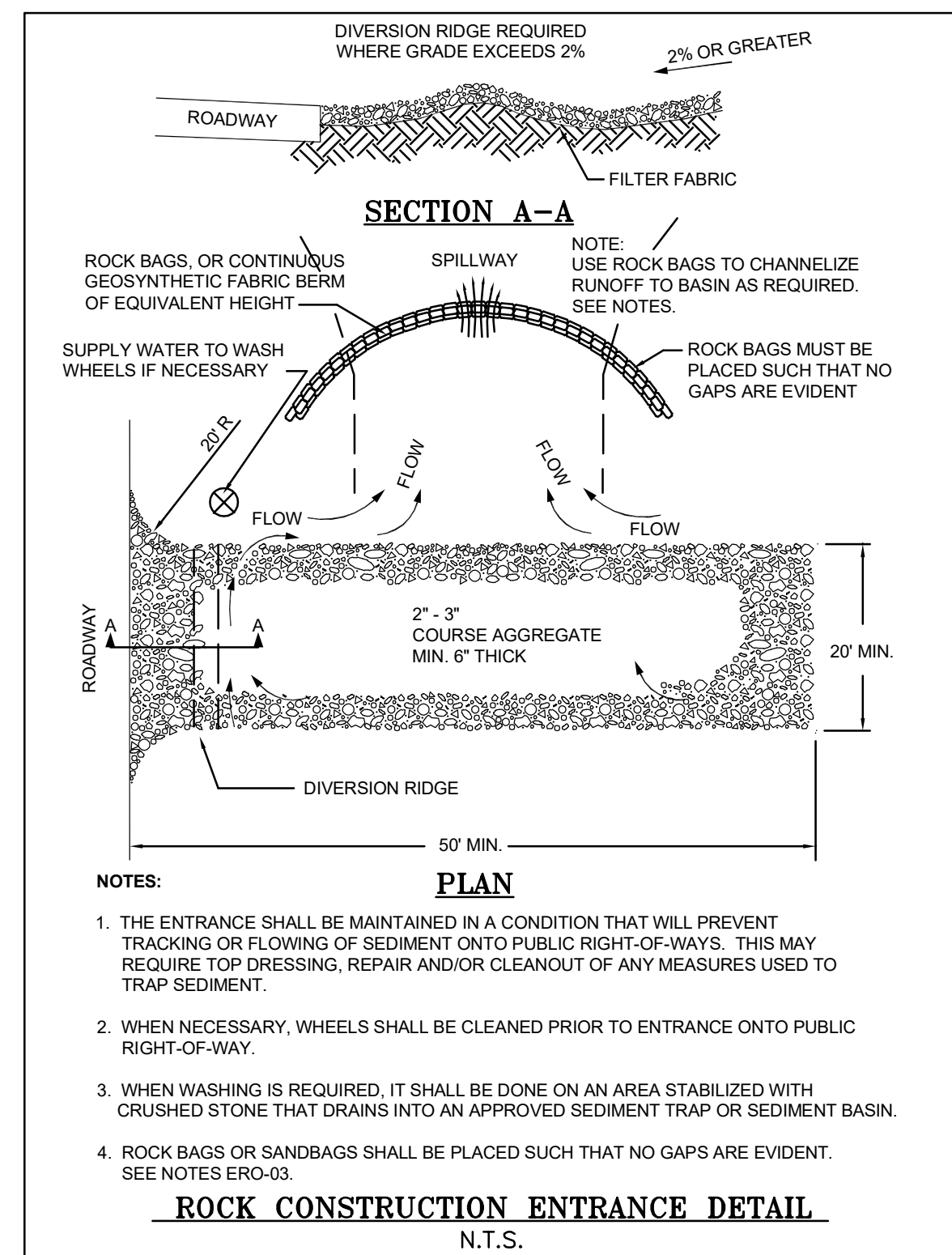


1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE TO APPLICABLE SECTIONS OF THE CODE OF ORDINANCES OF THE CITY OF CHICKASHA.
2. PRIOR TO ANY CONSTRUCTION THE CONTRACTOR SHALL INSTALL THE SILT SCREENING, AS SHOWN OR ANY OTHER EROSION & SILTATION MEASURES NECESSARY TO STOP ANY SEDIMENT PRODUCED DURING SOIL DISTURBING ACTIVITIES.
3. DURING ALL SOIL DISTURBING ACTIVITIES, THE CONTRACTOR WILL TAKE APPROPRIATE STEPS USING ACCEPTED CONSTRUCTION METHODS TO MINIMIZE THE TIME OF EXPOSURE TO RAINFALL. PARTICULAR CARE MUST BE EXERCISED WHEN DEALING WITH STOCKPILES OF TOPSOIL OR FILL MATERIALS AND WITH SOIL ON SLOPES. THE CONTRACTOR WILL MAINTAIN LOG OF THE DATES OF ALL MAJOR GRADING AND SILT DISTURBANCE ACTIVITIES AND OF THE INSTALLATION OF ALL MANAGEMENT PRACTICES OR CONTROL MEASURES.
4. FOLLOWING THE COMPLETION OF THE CONSTRUCTION ALL DISTURBED SOIL WILL BE RESTORED BY APPROPRIATE METHODS (I.e. SODDING, SPRIGGING AND/OR SEEDING OF GRASS) TAKING CARE TO STABILIZE SLOPES TO THEIR FINAL GRADE. ALL TEMPORARY CONTROL MEASURES WILL BE REMOVED.
5. THE CONTRACTOR SHALL CONSTRUCT CONSTRUCTION ENTRANCE'S AT LOCATION SHOWN.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPAIR OR REPLACEMENT OF ALL EROSION CONTROL DEVICES DAMAGED DUE TO CONSTRUCTION.
7. THE CONTRACTOR SHALL COMPLY WITH ALL RULES, REGULATIONS AND/OR LAWS PERTAINING TO EROSION AND SILTATION CONTROL AS THEY APPLY TO THE PAVING AND DRAINAGE PROJECT.
8. A COPY OF THE EROSION CONTROL SITE PLAN MUST BE ON THE SITE AT ALL TIMES AND AVAILABLE TO THE INSPECTOR UPON REQUEST.
9. 18" SOD ALONG ALL FLUMES AND CURB & GUTTER.

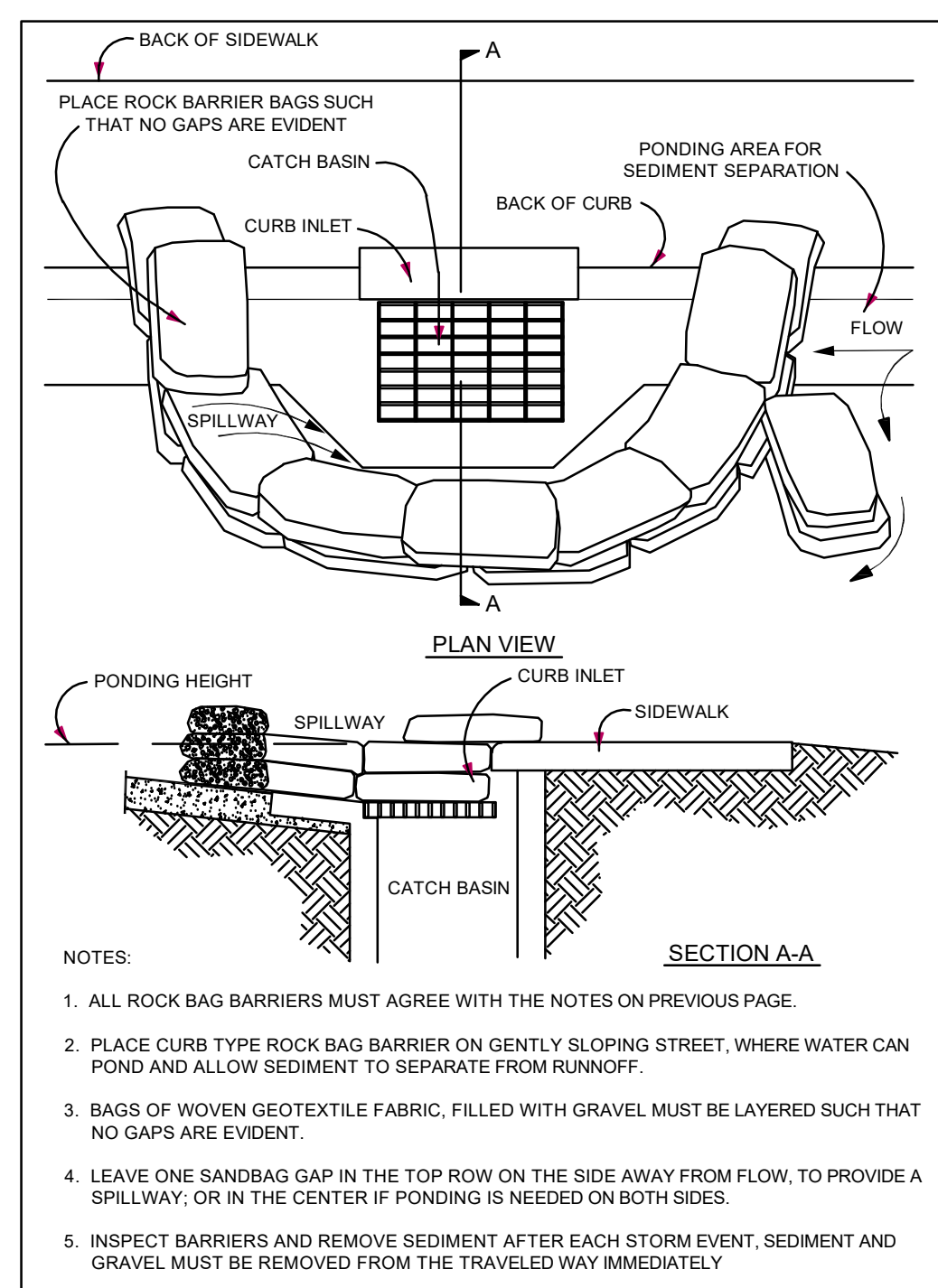
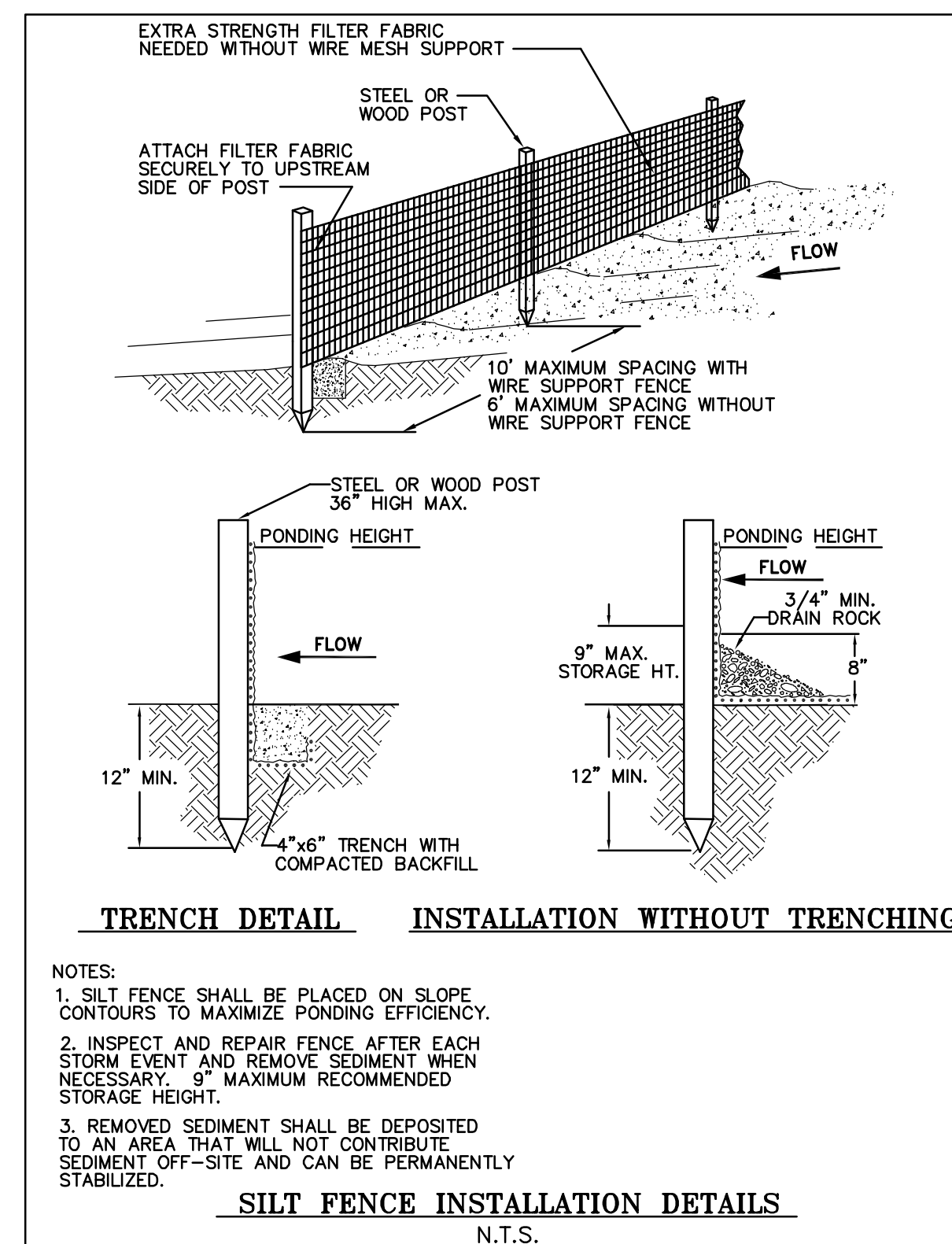
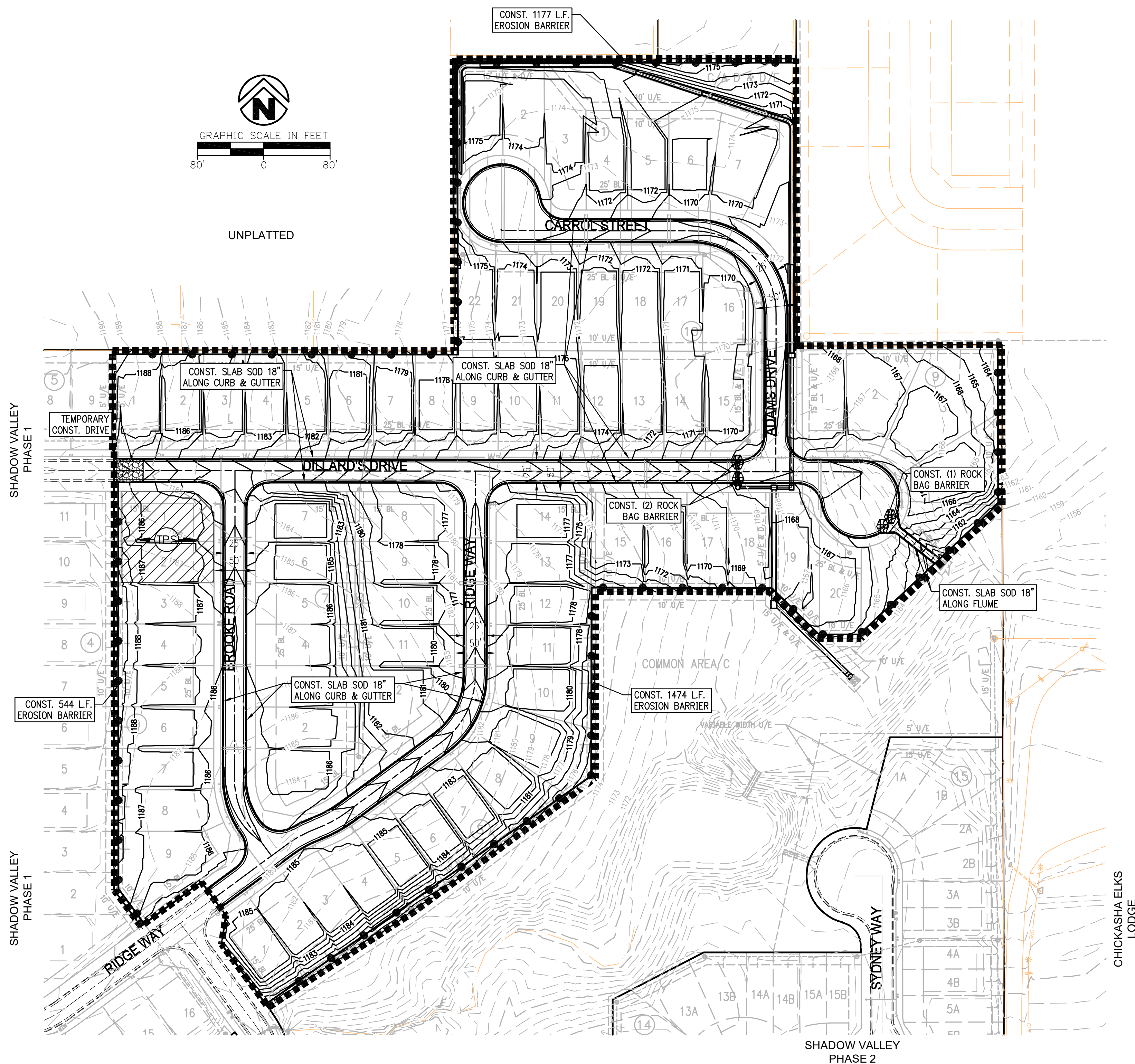
 TPS TEMPORARY PARKING AND STORAGE

	ROCK BAG BARRIER
	TEMPORARY STONE CONSTRUCTION EXIT
	EROSION BARRIER
	LIMITS OF DISTURBANCE

NOTE: EROSION BARRIER MAY INCLUDE SILT FENCE, ROCK BAGS, TRIANGULAR SILT DIKE OR 50 FT. ESTABLISHED VEGETATIVE BARRIER.



- TEMPORARY EROSION CONTROL**
1. INSTALL STABILIZED CONSTRUCTION ENTRANCE AS SHOWN.
 2. ERECT PERIMETER EROSION CONTROL FENCE PRIOR TO COMMENCING GRADING OPERATIONS.
- PERMANENT EROSION CONTROL**
1. SLAB SOD TO BE INSTALLED ALONG THE EDGE OF THE CONCRETE LINER, AS PER STANDARD DETAIL.
 2. SLAB SOD TO BE PLACED BACK OF ALL CURBS ALONG STREETS AND CONCRETE FLUMES
 3. EROSION DISTURBED AREAS TO BE STABILIZED BY SEEDING OR MULCH NO LATER THAN 14 DAYS UPON COMPLETION OF CONSTRUCTION ACTIVITIES



CERTIFICATE OF AUTHORIZATION
CA 973 (PE/LS) EXPIRES 6/30/2012

SHADOW VALLEY
PHASE 3
CHICKASHA, OKLAHOMA

Key Pla

[illegible]

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PROJECT NO:	20612800
ISSUE DATE:	01/20/202
CONTACT:	Brad Reid
CHECKED BY:	

PRELIMINARY PLANS

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EROSION CONTROL PLAN & DETAILS

C-502

[illegible][illegible]

SHADOW VALLEY DEVELOPMENT, LLC
P.O. BOX 850352
YUKON, OK
73085

A PART OF THE S/2, SECTION 5, T6N, R7W, I.M.
CHICKASHA, GRADY COUNTY, OKLAHOMA

GENERAL NOTES:

1. SAND BACKFILL SHALL BE PLACED IN ALL DITCHES UP TO GROUND LEVEL WHERE LINES CROSS UNDER PROPOSED OR EXISTING PAVING. ALL SAND BACKFILL TO BE COMPACTED BY WATER CONSOLIDATION. SAND BACKFILL SHALL BE PAID FOR THE NEAT TRENCH WIDTH SHOWN IN THE STANDARD DETAIL TABLE FOR TRENCH WIDTH. ALL LONG SERVICES SHALL BE BACK-FILLED WITH SAND. 3 C.Y. OF SAND WILL BE THE QUANTITY ALLOWED FOR EACH SERVICE.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FAMILIARIZING HIMSELF WITH SURFACE AND SUB-SURFACE CONDITIONS. THE BASE BID AS SHOWN IN PROPOSAL SHALL INCLUDE COST FOR UNCLASSIFIED EXCAVATION OF EARTH, ROCK, DE-WATERING, STABILIZING UNSUITABLE SOILS, SUCH AS QUICKSAND OR OTHER UNSUITABLE MATERIALS, OR ANY HAZARD THAT MAY BE ENCOUNTERED.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SAFETY OF ALL UTILITIES, BOTH UNDERGROUND & OVERHEAD, EITHER PUBLIC OR PRIVATE, AND SHALL SATISFY HIMSELF AS TO THEIR ACTUAL LOCATION PRIOR TO COMMENCING CONSTRUCTION.
4. THE CONTRACTOR SHALL SATISFY HIMSELF AS TO THE ACCURACY OF ALL MEASUREMENTS BEFORE CONSTRUCTING ANY PERMANENT STRUCTURES.
5. ALL WORK AND/OR MATERIALS NOT CLASSIFIED AS A "CONTRACT PAY ITEM" SHALL BE CONSIDERED INCIDENTAL AND THE COST THEREOF SHALL BE INCLUDED IN THE UNIT PRICE BID FOR ITEMS WHICH ARE CLASSIFIED FOR PAYMENT.

NOTE: ALL CAST IRON OR DUCTILE IRON FITTINGS MUST BE CEMENT LINED IN ACCORDANCE WITH AWWA C104-A21, LATEST REVISION THEREOF:

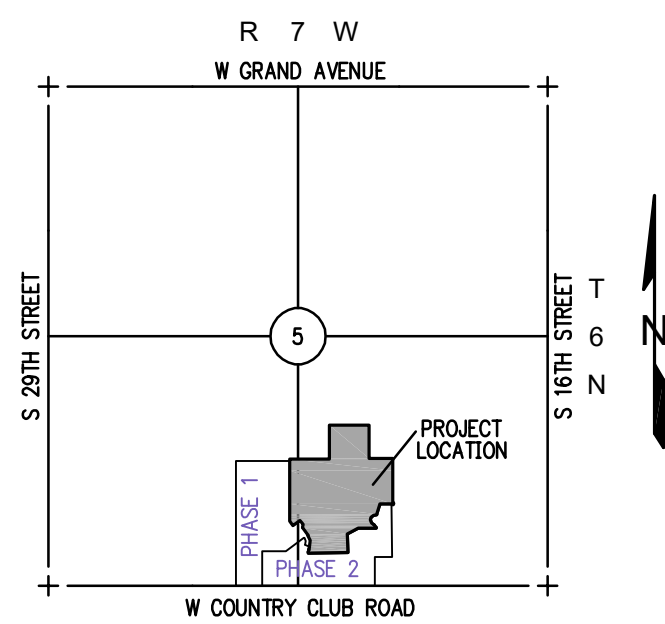
6" DUCTILE IRON PIPE NOMINAL WALL THICKNESS 0.28"
8" DUCTILE IRON PIPE NOMINAL WALL THICKNESS 0.30"
12" DUCTILE IRON PIPE NOMINAL WALL THICKNESS 0.34"

6. ALL CONSTRUCTION TO CONFORM TO THE STANDARDS AND SPECIFICATION OF THE CITY OF CHICKASHA, OKLAHOMA AND TITLE 252 OKLAHOMA ADMINISTRATIVE CODES.

O.D.E.Q. CHAPTER 626 PUBLIC WATER SUPPLY CONSTRUCTION STANDARDS.
 1. PRESSURE TEST (252:626-19-2(e))
 2. DISINFECTION (252:626-19-2 (f))
 3. SEPARATION OF WATER MAINS AND SEWERS (252:626-19-2(h))
7. THE CONTRACTOR IS RESPONSIBLE FOR THE PROMPT REPLACEMENT AND/OR REPAIR OF ALL TRAFFIC CONTROL DEVICES AND APPURTENANCES DAMAGED OR DISTURBED DUE TO CONSTRUCTION.
8. THE CONTRACTOR SHALL DISPOSE OF WATER FLUSHED FROM THE LINES TO A LOCATION APPROVED BY THE ENGINEER. IN NO CASE SHALL THE WATER BE FLUSHED ONTO THE PAVING SUBGRADE. THE CONTRACTOR MAY BE REQUIRED TO INSTALL ADDITIONAL EROSION CONTROL DEVICES BEFORE FLUSHING WATER LINE TO MINIMIZE EROSION AND TO REMAIN IN COMPLIANCE WITH LOCAL AND FEDERAL N.P.D.E.S. PERMIT REQUIREMENTS.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPLACEMENT OR REPAIR OR ALL EROSION CONTROL DEVICES DAMAGED DUE TO CONSTRUCTION.
10. A COPY OF THE EROSION CONTROL SITE PLAN MUST BE ON SITE AT ALL TIMES AND MADE AVAILABLE TO THE INSPECTOR UPON REQUEST.
11. A STORM WATER DISCHARGE PERMIT IS REQUIRED BEFORE ANY LAND DISTURBING ACTIVITY CAN BEGIN.

- A NOTICE OF INTENT (NOI) SHOULD BE SUBMITTED 30 DAYS PRIOR TO THE INITIAL DISTURBANCE OF SOILS.
13. PIPE – PVC PRESSURE PIPE SHALL BE AWWA C-900, PRESSURE CLASS 200 AND WITH A MINIMUM DIMENSION RATIO OF FOURTEEN (DR-14).
14. FITTINGS – FITTINGS SHALL BE MECHANICAL JOINT TYPE AS SPECIFIED UNDER DUCTILE IRON FITTINGS. ALL FITTINGS SHALL HAVE POLYETHYLENE ENCASEMENT TUBING WITH A THICKNESS OF 8 MIL.
15. TRACER WIRE (CONDUCTOR) – INSTALL ONE (1) STRAND OF NUMBER TWELVE (12) GAUGE COPPER TRACER WIRE ALONG TOP OF ALL PVC PIPING. BRING TO TOP OF GROUND AND ANCHOR ALL PROPOSED VALVES, FIRE HYDRANTS, AND OTHER APPURTENANCES AND BACK TO THE NEAREST EXISTING GATE VALVE.
16. JOINT RESTRAINTS – THE JOINTS SHALL BE RESTRAINED USING CONCRETE THRUST BLOCK AND MECHANICAL JOINT RESTRAINT FOR AWWA C-900. JOINT RESTRAINTS SHALL BE MANUFACTURED BY EBBA IRON SALES, INC. OR UNI-FLANGE BY THE FORD METER BOX CO., INC., OR APPROVED EQUAL.
17. WATER SERVICE CONNECTIONS – WATER SERVICE CONNECTIONS SHALL BE STAINLESS STEEL SADDLE AND GASKET.
18. THE USGS 7.5 MINUTES QUADRANGLE SHEETS INDICATE THAT 'WATERS OF THE UNITED STATES' EXIST WITHIN THIS PROJECT AREA. THE ISSUE OF 'WATERS OF THE UNITED STATES' FALLS UNDER THE CORP OF ENGINEERS (COE) TULSA DISTRICT REGULATORY DIVISION, BUT THE CITY IS OBLIGATED TO INSURE THAT ALL NECESSARY STATE AND FEDERAL PERMITS HAVE BEEN OBTAINED, PURSUIT TO 44 CFR 60.3. THEREFORE, THE APPLICANT IS REQUIRED TO SUBMIT DOCUMENTATION FROM THE COE SHOWING COE APPROVAL FOR THE PROPOSED WORK.
19. CONSTRUCTION ACTIVITIES THAT RESULT IN LAND DISTURBANCE OF EQUAL TO OR GREATER THAN ONE (1) ACRE, OR LESS THAN ONE (1) ACRE IF THEY ARE PART OF A LARGER COMMON PLAN OF DEVELOPMENT OR SALE THAT TOTALS AT LEAST ONE (1) ACRE MUST ALSO OBTAIN A PERMIT FROM ODEQ (form 605-002a) FOR STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITIES. THIS MEANS THAT LAND DISTURBING OF ONE (1) ACRE OR MORE MUST PERMIT WITH ODEQ AND THE CITY OF CHICKASHA.
20. PIPE BEDDING – SEE ATTACHMENT SHEET C-101.
21. FINAL GRADING MUST BE COMPLETE PRIOR TO THE INSTALLATION OF WATER AND SANITARY SEWER MAINS.
22. 63 OKLAHOMA STATUTE ANNOTATED 63§ 981: ACTIVITY WITHIN SIX FEET OF HIGH VOLTAGE OVERHEAD LINE OR CONDUCTOR PROHIBITED:
NO PERSON, FIRM, CORPORATION OR ASSOCIATION SHALL, INDIVIDUALLY OR THROUGH AN AGENT OR EMPLOYEE AND NO PERSON AS AN AGENT OR EMPLOYEE OF ANY PERSON, FIRM, CORPORATION OR ASSOCIATION, SHALL PERFORM OR PERMIT ANY AGENT OR EMPLOYEE TO PERFORM ANY FUNCTION OR ACTIVITY UPON ANY LAND, BUILDING, HIGHWAY, OR OTHER PREMISES, WHEN IT IS POSSIBLE DURING THE PERFORMANCE OF SUCH ACTIVITY FOR ANY PERSON OR EMPLOYEE ENGAGED IN PERFORMING WORK CONNECTED WITH OR RELATED TO SUCH FUNCTION OR ACTIVITY TO MOVE TO OR TO BE PLACED IN A POSITION WITHIN SIX (6) FEET OF ANY HIGH VOLTAGE OVERHEAD ELECTRICAL LINE OR CONDUCTOR, OR WHEN IT IS POSSIBLE FOR ANY PART OF ANY TOOL, EQUIPMENT, MACHINERY OR MATERIAL TO BE USED BY ANY SUCH PERSON OR EMPLOYEE TO BE BROUGHT WITHIN SIX (6) FEET OF ANY SUCH OVERHEAD HIGH VOLTAGE LINE OR CONDUCTOR THROUGH ANY LATERAL, VERTICAL OR SWINGING MOTION DURING THE PERFORMANCE OF SUCH FUNCTION OR ACTIVITY.
23. CHICKASHA REQUIRES AMERICAN DARLING OR MUELLER FIRE HYDRANTS WITH 2 ½" NATIONAL STANDARD THREADS.

The City of CHICKASHA



LOCATION MAP

SCALE: 1" = 2000'

SHEET INDEX

<u>SHEET NO.</u>	<u>DESCRIPTION</u>
C-001	COVER SHEET
C-101	OVERALL WATER LINE PLAN
C-201	WATER LINE A PLAN AND PROFILE
C-202	WATER LINE B PLAN AND PROFILE
C-203	WATER LINE C PLAN AND PROFILE
C-204	WATER LINE D PLAN AND PROFILE
C-501	EROSION CONTROL NOTES
C-502	EROSION CONTROL PLAN & DETAILS

DETAILS

W-1	WATER LINE DETAIL SHEET
W-2	MISCELLANEOUS WATER STANDARD DETAILS

ONE CALL UTILITY LOCATION NUMBER

840-5032
1-800-522-6543

This number is to be used for information on the location of all underground utilities. Contact this number and other numbers specified in the plans prior to any excavation.



CERTIFICATE OF AUTHORIZATION:
CA 973 (PE/LS) EXPIRES 6/30/2021

PREPARED BY:

BRAD REID

5) 787-6270

REGISTERED PROFESSIONAL ENGINEER

RENEWAL DATE: 11/2020



APPROVED:

WATER PLANS TO SERVE SHADOW VALLEY PHASE 3

Key Plan

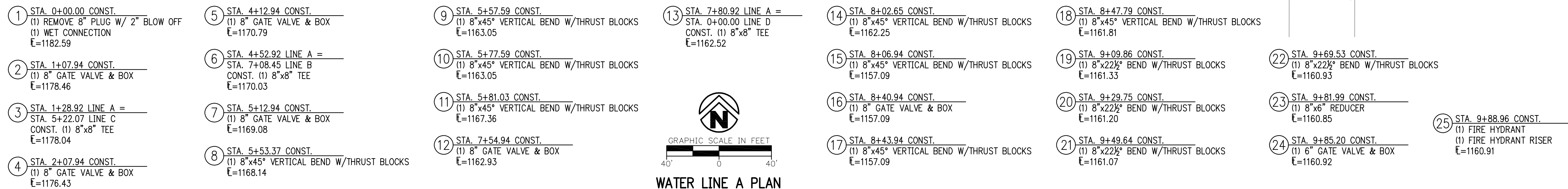
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PROJECT NO:	20612800
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CONTACT:	Brad Reid
CHECKED BY:	

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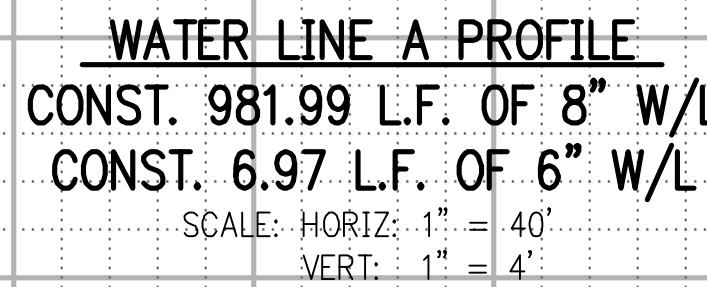
C-101

WHERE FILL MATERIAL IS INDICATED SUCH MATERIAL SHALL BE PLACED AND COMPACTED IN SIX (6) INCH LIFTS FOR HAND-TAMPED EQUIPMENT AND THIRTY (30) INCH LIFTS FOR POWER-DRIVEN EQUIPMENT TO 95% STANDARD PROCTOR DENSITY PRIOR TO TRENCHING.



GRAPHIC SCALE IN FEET

40' 0 40'

[illegible]

PROJECT NO: 20612800
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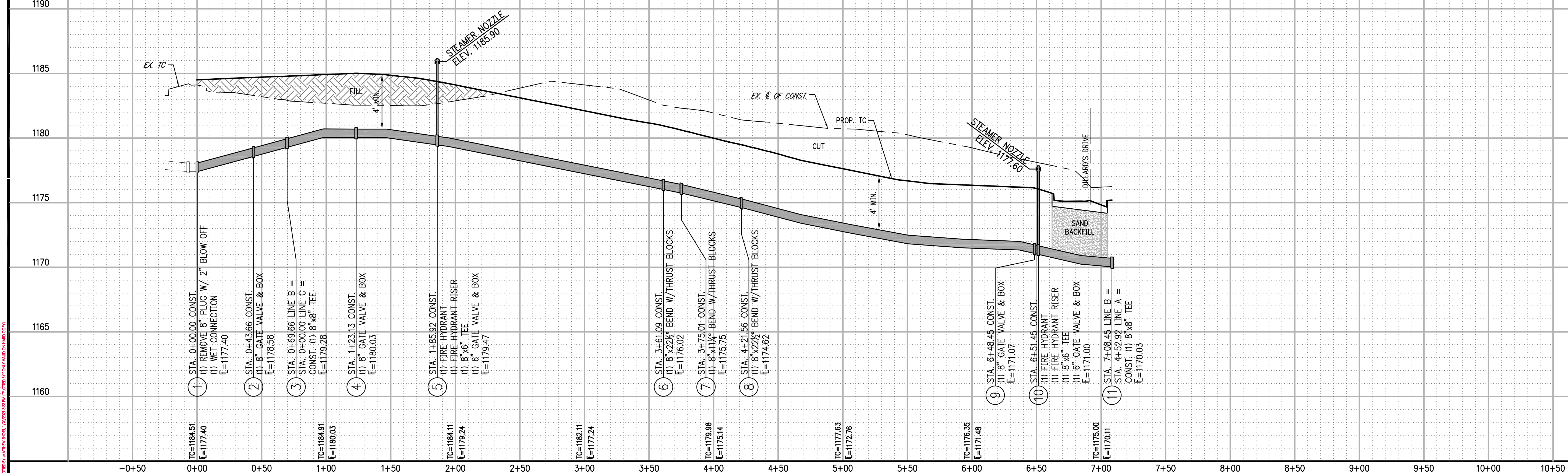
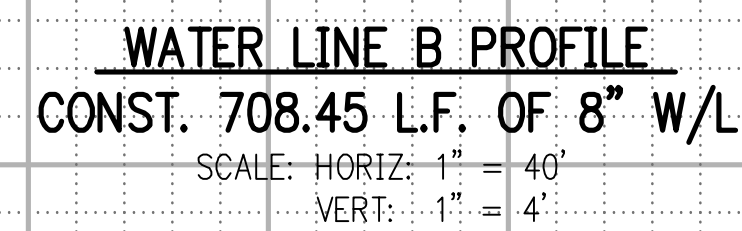
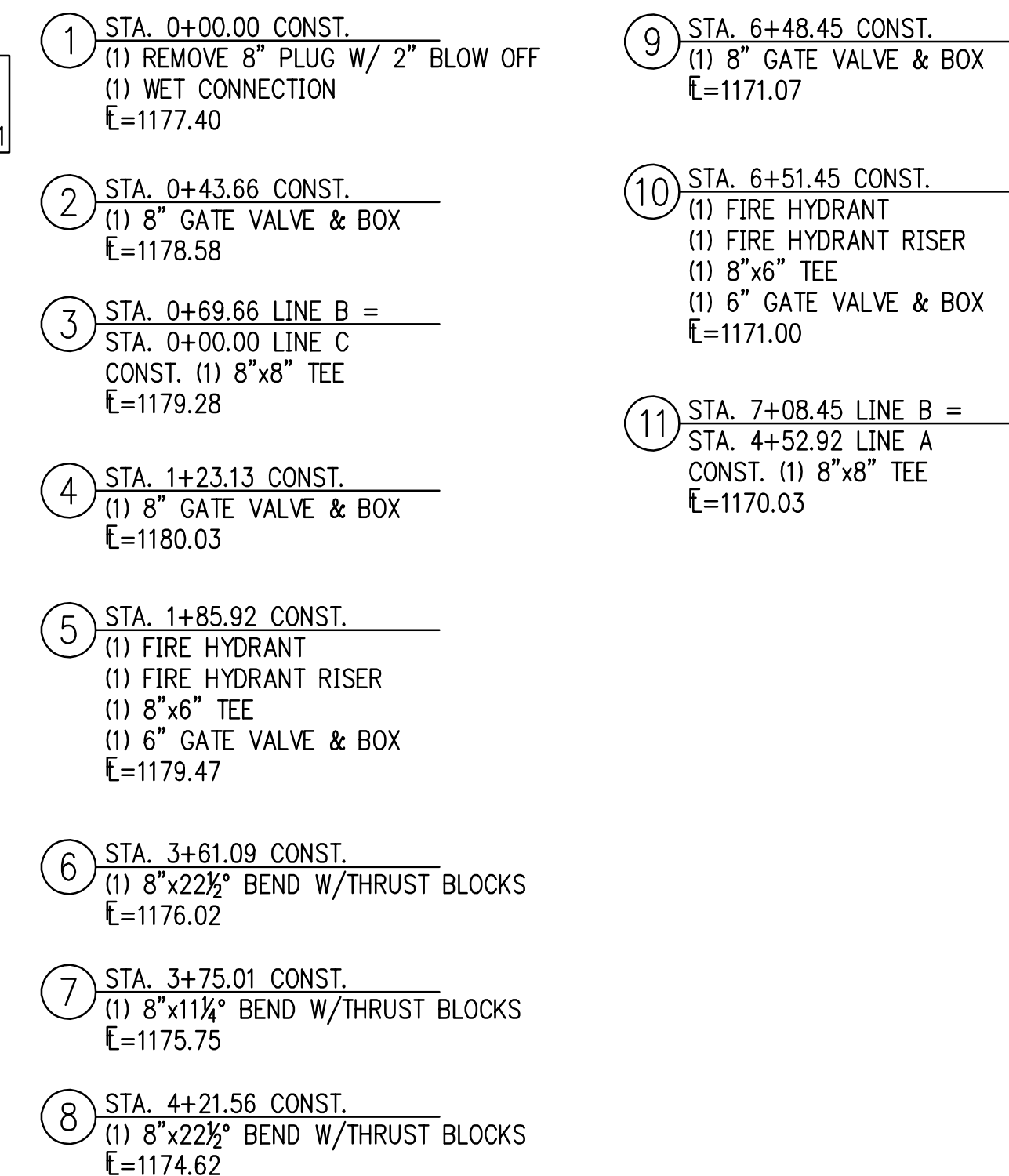
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WATER LINE A

SHADOW VALLEY PHASE 3

NOTE:

WHERE FILL MATERIAL IS INDICATED SUCH MATERIAL SHALL BE PLACED AND COMPACTED IN SIX (6) INCH LIFTS FOR HAND-TAMPED EQUIPMENT AND THIRTY (30) INCH LIFTS FOR POWER-DRIVEN EQUIPMENT TO 95% STANDARD PROCTOR DENSITY PRIOR TO TRENCHING.



Key Plan

[illegible]

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PRELIMINARY PLANS

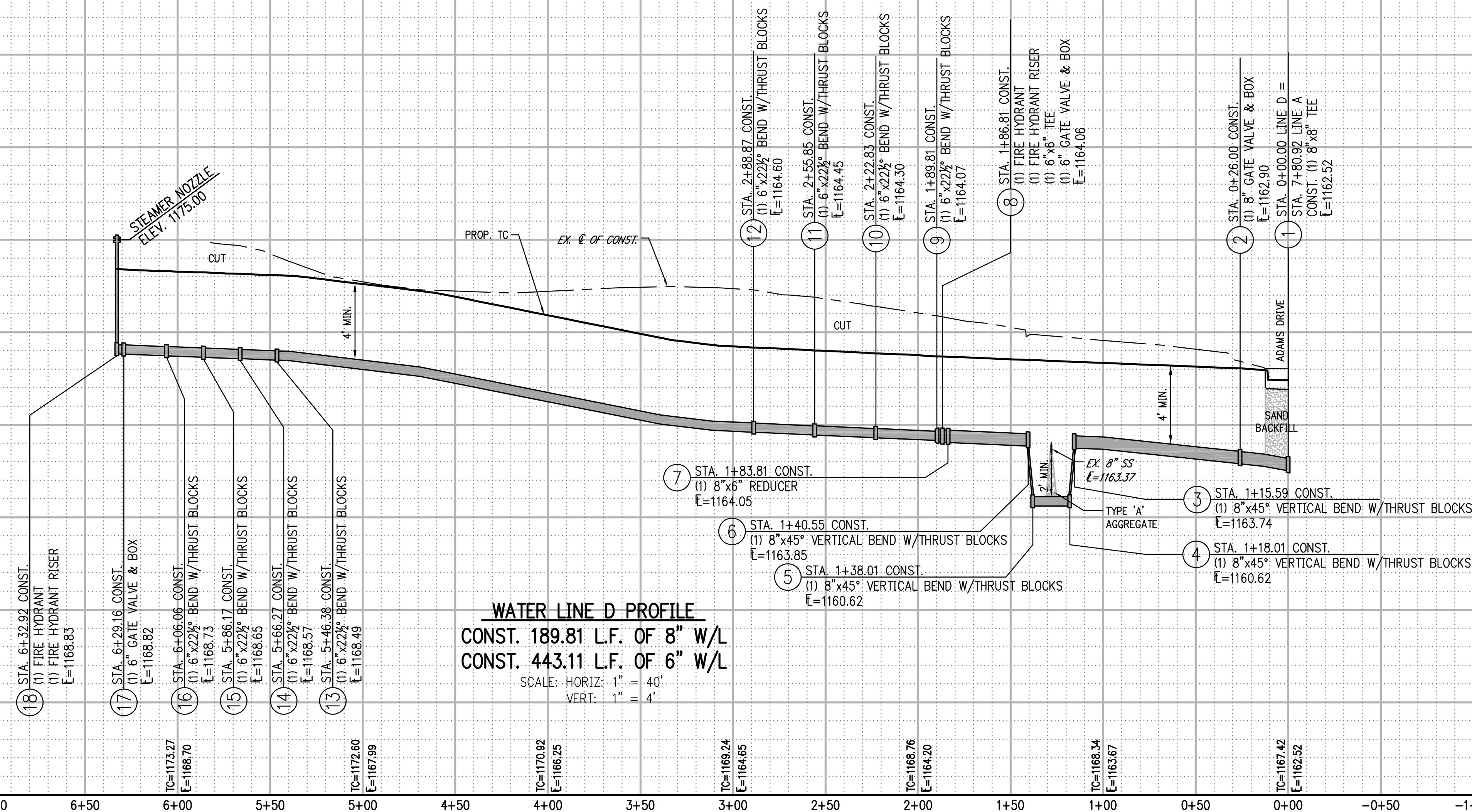
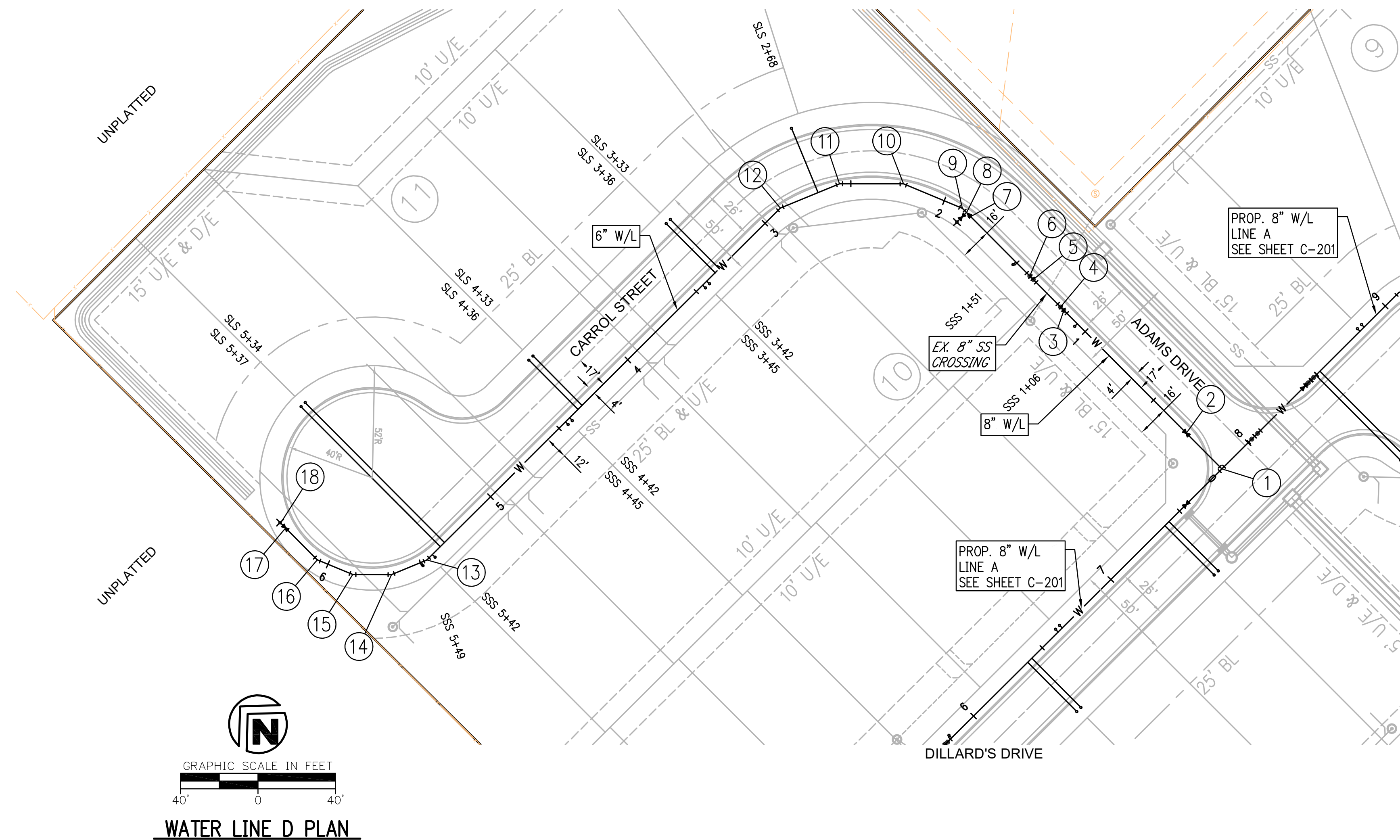
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WATER LINE B

C-202

WHERE FILL MATERIAL IS INDICATED SUCH MATERIAL SHALL BE PLACED AND COMPACTED IN SIX (6) INCH LIFTS FOR HAND-TAMPED EQUIPMENT AND THIRTY (30) INCH LIFTS FOR POWER-DRIVEN EQUIPMENT TO 95% STANDARD PROCTOR DENSITY PRIOR TO TRENCHING.

- ① STA. 0+00.00 LINE D =
STA. 7+80.92 LINE A
CONST. (1) 8"x8" TEE
£=1162.52
 - ② STA. 0+26.00 CONST.
(1) 8" GATE VALVE & BOX
£=1162.90
 - ③ STA. 1+15.59 CONST.
(1) 8"x45° VERTICAL BEND W/THRUST BLOCKS
£=1163.74
 - ④ STA. 1+18.01 CONST.
(1) 8"x45° VERTICAL BEND W/THRUST BLOCKS
£=1160.62
 - ⑤ STA. 1+38.01 CONST.
(1) 8"x45° VERTICAL BEND W/THRUST BLOCKS
£=1160.62
 - ⑥ STA. 1+40.55 CONST.
(1) 8"x45° VERTICAL BEND W/THRUST BLOCKS
£=1163.85
 - ⑦ STA. 1+83.81 CONST.
(1) 8"x6" REDUCER
£=1164.05
 - ⑧ STA. 1+86.81 CONST.
(1) FIRE HYDRANT
(1) FIRE HYDRANT RISER
(1) 6"x6" TEE
(1) 6" GATE VALVE & BOX
£=1164.06
 - ⑨ STA. 1+89.81 CONST.
(1) 6"x22½" BEND W/THRUST BLOCKS
£=1164.07
 - ⑩ STA. 2+22.83 CONST.
(1) 6"x22½" BEND W/THRUST BLOCKS
£=1164.30
 - ⑪ STA. 2+55.85 CONST.
(1) 6"x22½" BEND W/THRUST BLOCKS
£=1164.45
 - ⑫ STA. 2+88.87 CONST.
(1) 6"x22½" BEND W/THRUST BLOCKS
£=1164.60
 - ⑬ STA. 5+46.38 CONST.
(1) 6"x22½" BEND W/THRUST BLOCKS
£=1168.49
 - ⑭ STA. 5+66.27 CONST.
(1) 6"x22½" BEND W/THRUST BLOCKS
£=1168.57
 - ⑮ STA. 5+86.17 CONST.
(1) 6"x22½" BEND W/THRUST BLOCKS
£=1168.65
 - ⑯ STA. 6+06.06 CONST.
(1) 6"x22½" BEND W/THRUST BLOCKS
£=1168.73
 - ⑰ STA. 6+29.16 CONST.
(1) 6" GATE VALVE & BOX
£=1168.82
 - ⑱ STA. 6+32.92 CONST.
(1) FIRE HYDRANT
(1) FIRE HYDRANT RISER
£=1168.83



C-204

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE TO APPLICABLE SECTIONS OF THE CODE OF ORDINANCES OF THE CITY OF CHICKASAW.
2. PRIOR TO ANY CONSTRUCTION THE CONTRACTOR SHALL INSTALL THE SILT SCREENING, AS SHOWN OR ANY OTHER EROSION & SILTATION MEASURES NECESSARY TO STOP ANY SEDIMENT PRODUCED DURING SOIL DISTURBING ACTIVITIES.
3. DURING ALL SOIL DISTURBING ACTIVITIES, THE CONTRACTOR WILL TAKE APPROPRIATE STEPS TO ACCEPTED CONSTRUCTION METHODS TO MINIMIZE THE TIME OF EXPOSURE TO RAINFALL. PARTICULAR CARE MUST BE EXERCISED WHEN DEALING WITH STOCKPILES OF TOPSOIL OR FILL MATERIALS AND WITH SOIL ON SLOPES. THE CONTRACTOR WILL MAINTAIN A LOG OF THE DATES OF ALL MAJOR GRADING AND SILT DISTURBANCE ACTIVITIES AND OF THE INSTALLATION OF ALL MANAGEMENT PRACTICES OR CONTROL MEASURES.
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9. 18" SOD ALONG ALL FLUMES AND CURB & GUTTER.

Page 93 of 288

OWNER'S CERTIFICATE AND DEDICATION

KNOW ALL MEN BY THESE PRESENTS: That Shadow Valley Development, LLC, does hereby certify that they are the owners of and the only persons, firms or corporation having any rights, title, or interest in and to the land shown on the annexed plat and that they have caused the same to be surveyed and platted, and that they hereby dedicate all the streets and easements shown hereon to the public, for the purposes of streets, utilities, and drainage, for their heirs, executors, administrators, successors, and assign forever, and have caused the same to be released from all encumbrances so that the title is clear, except as shown in the abstractor's certificate.

IN WITNESS WHEREOF, the undersigned have caused this instrument to be executed this ____ day of _____, _____. Covenants, reservations, and restrictions for this addition are contained in a separate instrument.

Shadow Valley Development, LLC.

Phil E. Hogen, MANAGER

STATE OF OKLAHOMA)
)
COUNTY OF)

Before me, the undersigned Notary Public, in and for said County and State on this ____ day of _____, _____, personally appeared _____ to me known to be the identical person who executed the within and foregoing instrument, as a free and voluntary act and deed, for the uses and purposes herein set forth.

MY COMMISSION EXPIRES:
12/14/21

NOTARY PUBLIC

#17011399

LEGAL DESCRIPTION

A tract of land situate within a portion of the South Half (S/2) of Section Five (5), Township Six North (T6N), Range Seven West (R7W) of the Indian Meridian (I.M.) in Chickasha, Grady County, Oklahoma, being more particularly described as follows:

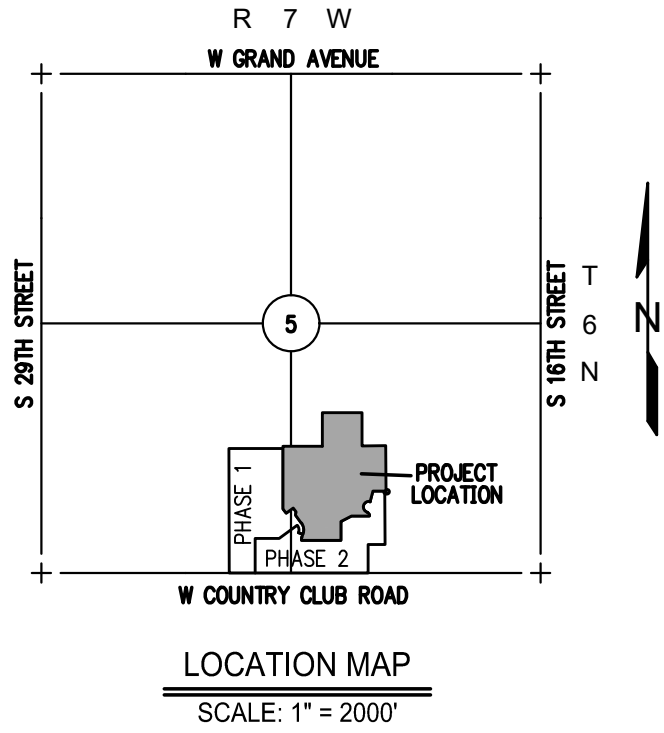
BEGINNING at the Northwest corner of Lot 1, Block 14 of Shadow Valley Phase 2; thence

N 00° 01' 45" W a distance of 7.68 feet to a point of curvature to the right; thence 25.73 feet along the arc of said curve having a radius of 75.00 feet, subtended by a chord of 25.60 feet which bears N 09° 47' 55" E; thence N 19° 37' 35" E a distance of 34.61 feet to a point of curvature to the left; thence 122.31 feet along the arc of said curve having a radius of 125.00 feet, subtended by a chord of 117.49 feet which bears N 08° 24' 21" W; thence N 36° 26' 17" W a distance of 101.76 feet; thence N 08° 33' 43" E a distance of 35.36 feet; thence N 36° 26' 17" W a distance of 50.00 feet; thence S 53° 33' 43" W a distance of 90.43 feet; thence N 36° 26' 17" W a distance of 54.17 feet; thence N 00° 01' 44" W a distance of 531.26 feet; thence S 89° 58' 27" W a distance of 1.90 feet; thence N 00° 01' 33" W a distance of 120.16 feet; thence N 89° 58' 01" E a distance of 82.16 feet; thence S 89° 53' 36" E a distance of 329.49 feet; thence N 00° 10' 26" W a distance of 351.91 feet; thence N 89° 55' 55" E a distance of 413.51 feet; thence S 00° 10' 22" E a distance of 346.63 feet; thence

N 89° 43' 02" E a distance of 247.24 feet; thence S 00° 10' 25" E a distance of 473.39 feet; thence S 89° 52' 17" W a distance of 136.40 feet; thence S 14° 21' 56" W a distance of 114.15 feet to a point on a non-tangent curve to the left; thence 182.13 feet along the arc of said curve having a radius of 58.00 feet, subtended by a chord of 116.00 feet which bears S 14° 24' 25" W, to a point of compound curvature to the right; thence 39.54 feet along the arc of said curve having a radius of 30.00 feet, subtended by a chord of 36.74 feet which bears S 37° 47' 25" E; thence S 00° 01' 45" E a distance of 7.07 feet; thence S 89° 58' 15" W a distance of 189.89 feet; thence S 62° 36' 14" W a distance of 123.53 feet; thence S 00° 01' 45" E a distance of 196.63 feet; thence S 89° 58' 27" W a distance of 410.06 feet to the POINT OF BEGINNING.

Said tract contains 975,620 Sq Ft or 22.40 Acres, more or less.

FINAL PLAT
OF
SHADOW VALLEY
PHASE 3
A PART OF THE S/2 OF SECTION 5, T6N, R7W, I.M.
CHICKASHA, GRADY COUNTY, OKLAHOMA



BONDED ABSTRACTOR'S CERTIFICATE

The undersigned, a duly qualified and lawful bonded abstractor of titles, in and for the County of GRADY, State of OKLAHOMA, hereby certifies that the records of said county show that the title to the land on the annexed plat is vested in SHADOW VALLEY DEVELOPMENT, LLC, that on the ____ day of _____ there are no actions pending or judgements of any nature in any court or on file with the clerk of any court in said county and state against said land, or the owners thereof, and that the taxes are paid for the year _____, and prior years, that there are no outstanding tax sales certificates against said land, and no tax deeds are issued to any one person, that there are no liens, mortgages or other encumbrances of any kind against the land included in the annexed plat, except mortgages, mineral rights, water rights, and easements of record previously reserved, excepted or granted.

IN WITNESS WHEREOF, said bonded abstractor has caused this instrument to be executed this ____ day of _____, _____.

WASHITA VALLEY ABSTRACT COMPANY

PRESIDENT

COUNTY TREASURER'S CERTIFICATE

I, _____, do hereby certify that I am the duly elected, qualified and acting County Treasurer of GRADY COUNTY, STATE OF OKLAHOMA, that the tax records of said County show all taxes are paid for the year _____, and prior years on the land shown on the annexed plat, that the required statutory security has been deposited in the office of the county treasurer, guaranteeing payment of the current years taxes.

IN WITNESS WHEREOF, said County Treasurer has caused this instrument to be executed at the CITY of CHICKASHA, OKLAHOMA, this ____ day of _____, _____.

COUNTY TREASURER

ACCEPTANCE OF DEDICATION OF CITY COUNCIL

Be it resolved by the Council of the CITY of Chickasha, OKLAHOMA, that the dedications shown on the annexed plat are hereby accepted, adopted by the Council of the CITY of CHICKASHA, OKLAHOMA, this ____ day of _____, _____.

ATTEST:

CITY CLERK

MAYOR

CERTIFICATE OF CITY CLERK

I, _____, City Clerk of the CITY of CHICKASHA, STATE of OKLAHOMA, hereby certify that I have examined the records of said City and find that all deferred payments or unmatured installments upon special assessment have been paid in full and that there is no special assessment procedure now pending against the land shown on the annexed plat on this ____ day of _____, _____.

CITY CLERK

ADDRESSES

Any addresses shown on this plat were accurate at the time this plat was filed. Addresses are subject to change and should never be relied upon in place of legal description.

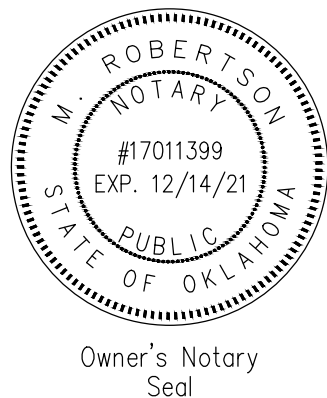
NOTES

- This plat of survey meets the Oklahoma Minimum Standards for the Practice of Land Surveying as adopted by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors and that said Final Plat complies with the requirements of Title 11, Section 41-108 of the Oklahoma State Statutes.
- Monuments shall be as follows:
Magnetic Nail with Washer stamped "CTA CA973" for all Paved Surfaces or 3/8" Iron Rod with a Plastic Cap stamped "CTA CA973"
- Maintenance of the Common Areas and Islands/Medians in Public Rights-of-Way shall be the responsibility of the Property Owners and/or Property Owners Association. No structures, storage of material, grading, fill, or other obstructions, either temporary or permanent shall be placed within the drainage related common areas and/or drainage areas shown. Certain amenities such as, but not limited to, walks, benches, piers, and docks, shall be permitted if installed in a manner to meet the requirements specified above.

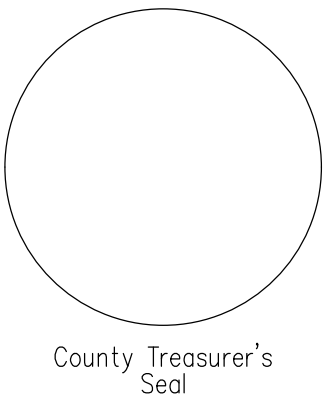
CITY PLANNING COMMISSION APPROVAL

I, _____, Planning Director of the City of Chickasha, do certify that the Oklahoma City Planning Commission duly approved this plat on the ____ day of _____, _____.

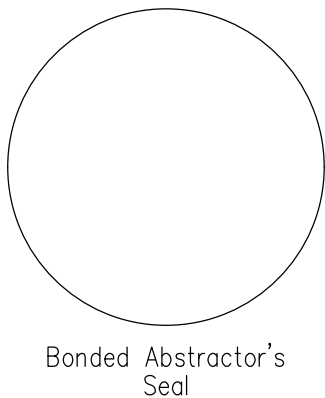
PLANNING DIRECTOR



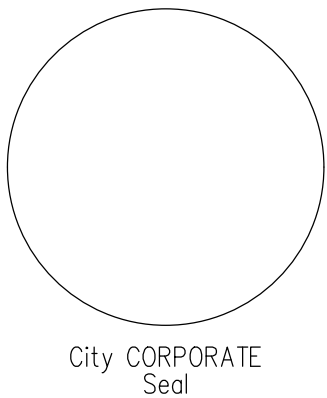
Owner's Notary Seal



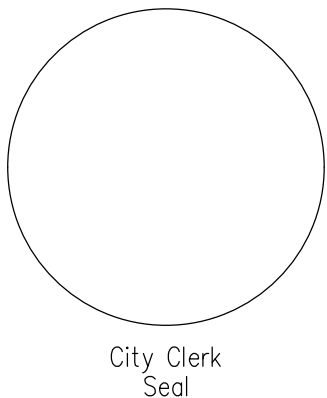
County Treasurer's Seal



Bonded Abstractor's Seal



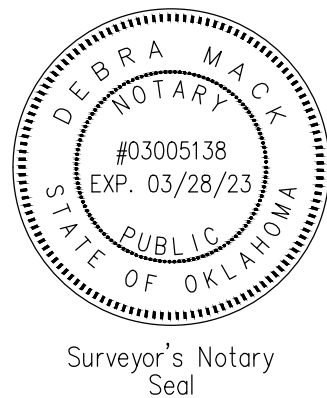
City CORPORATE Seal



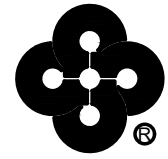
City Clerk Seal



Land Surveyor's Seal



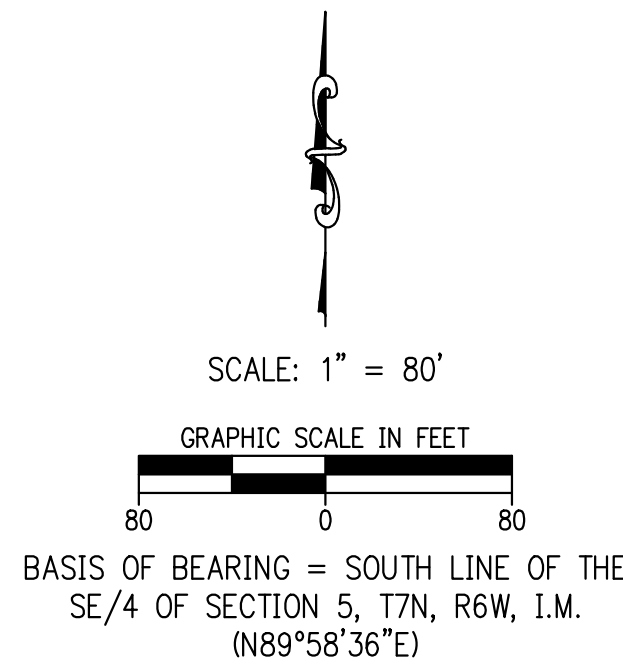
Surveyor's Notary Seal



Crafton Tull
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CERTIFICATE OF AUTHORIZATION
CA 973 (PE&S) EXPIRES 6/30/2022

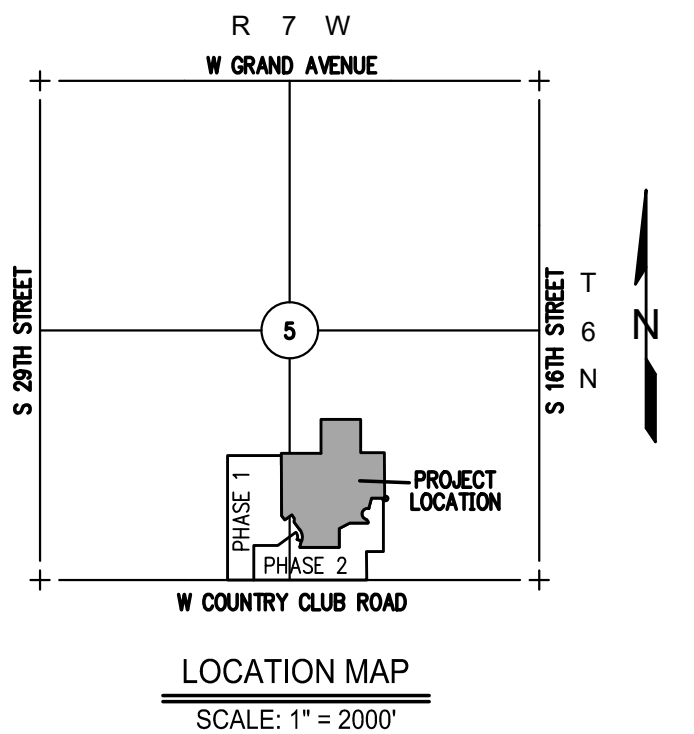
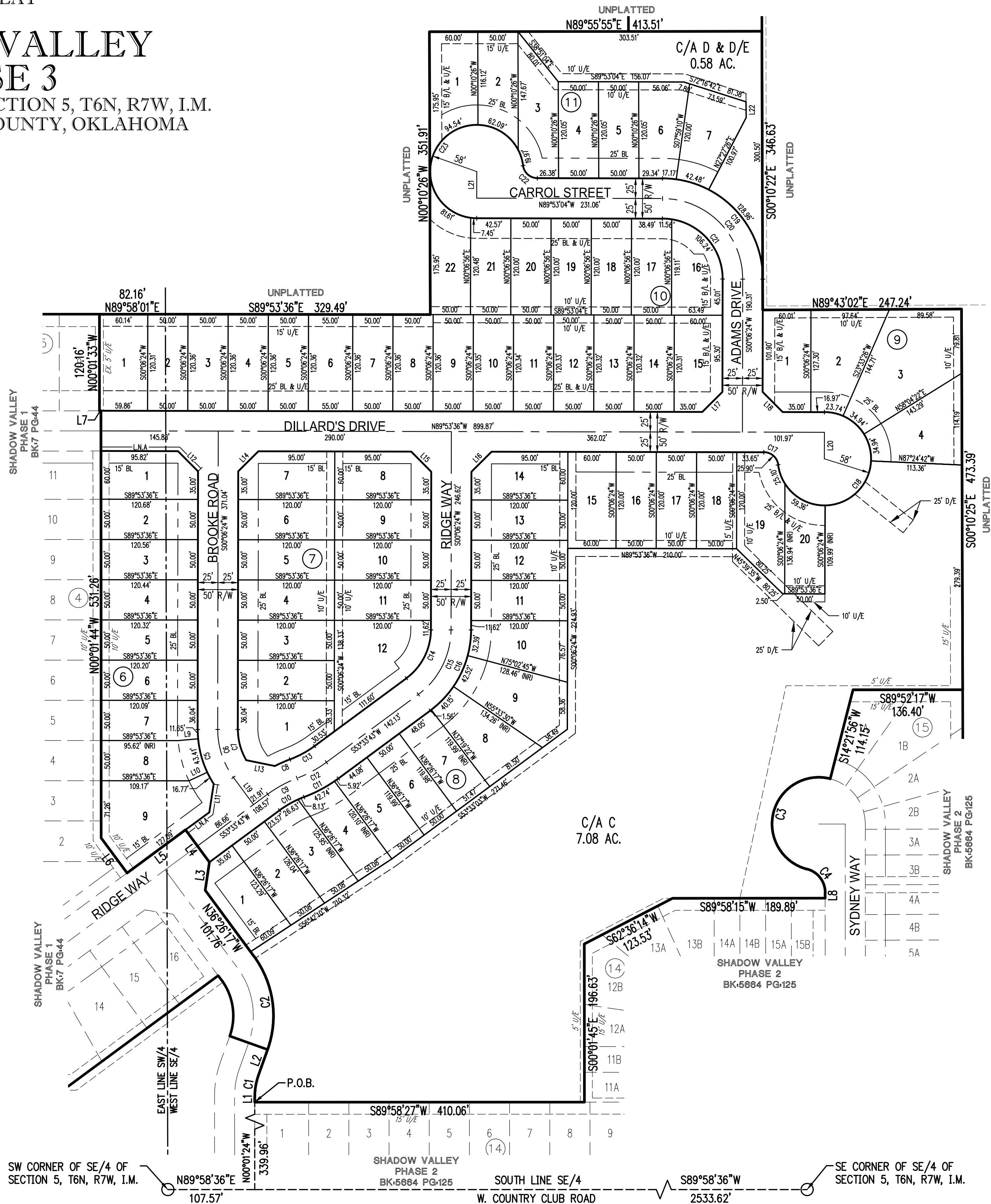
SHEET NO.: 1 OF 2
DATE: 1/25/21
PROJECT NO.: 20612800



FINAL PLAT
OF
SHADOW VALLEY
PHASE 3
A PART OF THE S/2 OF SECTION 5, T6N, R7W, I.M.
CHICKASHA, GRADY COUNTY, OKLAHOMA

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C1	25.73'	75.00'	019°39'20"	N09° 47' 55"E	25.60'
C2	122.31'	125.00'	056°03'53"	N08° 24' 21"W	117.49'
C3	182.13'	58.00'	179°55'01"	S14° 24' 25"W	116.00'
C4	39.54'	30.00'	075°31'21"	S37° 47' 25"E	36.74'
C5	71.84'	125.00'	032°55'40"	S16° 21' 26"E	70.85'
C6	63.78'	100.00'	036°32'42"	S18° 09' 57"E	62.71'
C7	39.97'	75.00'	030°31'54"	S15° 09' 33"E	39.49'
C8	20.55'	175.00'	006°43'43"	S66° 07' 46"W	20.54'
C9	41.71'	150.00'	015°55'54"	S61° 31' 40"W	41.58'
C10	34.76'	125.00'	015°55'54"	S61° 31' 40"W	34.65'
C11	48.66'	175.00'	015°55'54"	N61° 31' 40"E	48.50'
C12	41.71'	150.00'	015°55'54"	N61° 31' 40"E	41.58'
C13	34.76'	125.00'	015°55'54"	N61° 31' 40"E	34.65'
C14	69.97'	75.00'	053°27'18"	S26° 50' 03"W	67.46'
C15	93.30'	100.00'	053°27'18"	S26° 50' 03"W	89.95'
C16	116.62'	125.00'	053°27'18"	N26° 50' 03"E	112.44'
C17	25.90'	18.00'	082°26'21"	S48° 40' 25"E	23.72'
C18	265.66'	58.00'	262°26'22"	N41° 19' 34"E	87.25'
C19	196.33'	125.00'	089°59'28"	N44° 53' 20"W	176.76'
C20	157.06'	100.00'	089°59'28"	S44° 53' 20"E	141.41'
C21	117.80'	75.00'	089°59'28"	S44° 53' 20"E	106.06'
C22	25.90'	18.00'	082°26'21"	N48° 39' 53"W	23.72'
C23	265.67'	58.00'	262°26'45"	S41° 19' 55"W	87.25'

LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	7.68'	N00° 01' 45"W
L2	34.61'	N19° 37' 35"E
L3	35.36'	N08° 33' 43"E
L4	50.00'	N36° 26' 17"W
L5	90.43'	S53° 33' 43"W
L6	54.17'	N36° 26' 17"W
L7	1.90'	S89° 58' 27"W
L8	7.07'	S00° 01' 45"E
L9	25.00'	N84° 45' 57"E
L10	25.00'	N64° 52' 00"E
L11	35.53'	N08° 50' 50"E
L12	35.36'	N44° 53' 36"W
L13	36.62'	S78° 24' 42"E
L14	35.36'	S45° 06' 24"W
L15	35.36'	N44° 53' 36"W
L16	35.36'	S45° 06' 24"W
L17	35.36'	N45° 06' 24"E
L18	35.36'	S44° 53' 36"E
L19	42.11'	S36° 26' 17"E
L20	33.00'	S00° 06' 24"W
L21	33.00'	N00° 06' 24"E
L22	19.71'	N00° 10' 22"W



LEGEND	
P.O.B.	POINT OF BEGINNING
EX.	EXISTING
R/W	RIGHT-OF-WAY
BL	BUILDING LIMIT LINE
U/E	UTILITY EASEMENT
D/E	DRAINAGE EASEMENT
(NR)	NONRADIAL LINE
L.N.A.	LIMITS OF NO ACCESS
C/A	COMMON AREA

ADDRESSES

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NOTES

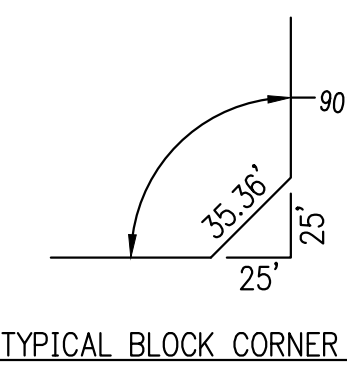
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FINAL PLAT
SHADOW VALLEY PHASE 3

300 Points Parkway Blvd.
Yukon, Oklahoma 73099

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405.787.6270 | 405.787.6276 |
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SHEET NO.: 2 OF 2
DATE: 1/25/21
PROJECT NO.: 20612800



January 20, 2021

Drainage Report

Prepared for:

Shadow Valley Phase 3

Submitted to:

City of Chickasha
117 N. 4th Street
Chickasha, OK 73018



CT JOB NO. 206128-00



Crafton Tull

Prepared by:  **Crafton Tull**

300 Pointe Parkway Boulevard | Yukon, OK 73099 | 405-787-6270 | www.craftontull.com



INDEX

Written Report

Attachments:

Drainage Calculation Worksheets

- Time of Concentration Calculations
- Street Flow Calculations
- Curb Inlet Flow Calculations
- Pipe Flow Calculations
- Flume Flow Calculations

FlowMaster Results

StormCAD Results

Drainage Map

PROJECT NAME: Shadow Valley Phase 3

PROJECT DESCRIPTION:

The following is the Drainage Report for the proposed residential development of Shadow Valley Phase 3. The project is located in a part of the South Half (S/2) of Section Five (5), Township Six (6) North, Range Seven (7) West of the Indian Meridian, Grady County, Oklahoma; north of W. Country Club Road between S. 29th Street and S. 16th Street. Shadow Valley Phase 3 consists of 74 single-family lots.

SITE DRAINAGE:

The project site is currently vacant land. There is an existing creek, Golf Course Tributary, along the southeast side of the property that drains northeast to a culvert crossing S. 16th Street. This existing creek will remain in its natural state and be platted within a common area in this phase of Shadow Valley. An existing pond is located along said creek and provides detention for previous phases of Shadow Valley. Most site drainage, including significant offsite drainage runs southeast through the site towards said creek.

STORM DRAINAGE DESIGN:

Site drainage associated with Shadow Valley Phase 3 shall be conveyed through the proposed streets and into the existing creek via proposed storm sewer systems. Drainage area runoff flows into the streets throughout the proposed development and does not exceed the allowable street capacity for the 100-year storm event. Refer to the Drainage Calculation Worksheets, included in this report, for details.

There are eleven (3) drainage areas associated with this drainage design.

Drainage area 6 (D.A. 6) is 21.17 acres and consists of mostly area offsite to the northwest of Shadow Valley Phase 3. Runoff from D.A. 6 is collected in the proposed channel, a part of Storm Sewer A, that runs along the northern property line. Flow transitions from open channel to enclosed storm sewer via a drop inlet on the east side of Adams Drive. It then combines with Storm Sewer B and discharges southeast into the existing creek.

Drainage area 7 (D.A. 7) is 7.91 acres and consists of some offsite area west of the cul-de-sac at the end Carrol Street plus the northernmost and easternmost portions of Shadow Valley Phase 3. Runoff from D.A. 7 is conveyed through the street to a flume at a low point in the cul-de-sac at the end of Dillard's Drive. This flume is called Storm Sewer C, and discharges south east into the existing creek.

Drainage area 8 (D.A. 8) is 7.36 acres and consists of most of the western portion of Shadow Valley Phase 3. Runoff from D.A. 8 is conveyed through the street to a set of curb inlets west of the intersection of Dillard's Drive and Adams Drive. From these inlets,

runoff is conveyed south by Storm Sewer B to a junction where it combines with Storm Sewer A. From this point, the runoff discharges southeast into the existing creek.

Other existing drainage areas either drain toward the existing creek that runs along the southeast side of the property or toward the existing detention pond located in the northwest corner of Shadow Valley Phase 1. This drainage was accounted for in previous phases of Shadow Valley.

Drainage calculations contained within this report were performed using the Rational Method. Runoff coefficients were determined for each drainage area based on the zoning classifications. Street capacity analysis was based on the 100-yr storm occurrence. See attached worksheets and results for data and calculation details.

CONCLUSION:

Design calculations for the proposed project are included in this report. All drainage design and computations were performed in accordance with the City of Chickasha ordinance requirements.

Should you have any questions or require any additional information, please feel free to contact us at your convenience.

DATE: January 20, 2020

PREPARED BY: Matt Short, E.I.

REVIEWED BY: Brad Reid, P.E.

Drainage Calculation Worksheets

Job Description: Shadow Valley Phase 3
CTA Job Number: 20612800
Date: January 21, 2021
Created By: Matt Short
Reviewed By: Brad Reid, P.E.

TIME OF CONCENTRATION CALCULATIONS

		OVERLAND FLOW					CHANNEL FLOW (1)					CHANNEL FLOW (2)					TOTAL																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
DRAINAGE AREA DESIGNATION	DRAINAGE AREA (acres)	LENGTH (ft)	RISE (ft)	SLOPE (ft/ft)	RETARDANCE FACTOR (K)	OVERLAND T _c (min)	LENGTH (ft)	RISE (ft)	SLOPE (ft/ft)	RETARDANCE FACTOR (X)	CHANNEL T _c (1) (min)	LENGTH (ft)	RISE (ft)	SLOPE (ft/ft)	RETARDANCE FACTOR (X)	CHANNEL T _c (2) (min)	TIME OF CONC. (min)	INTENSITY (in/hr)						RUNOFF COEFF. (C)	RUNOFF (cfs)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
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NOTE: TIME OF CONCENTRATION, T_c = K (L^{0.37} / S^{0.26})^[OVERLAND] + X (L² / S)^{0.385}^[CHANNEL]

(K) VALUES	
Pavement	0.37
Bare Soil	0.60
Poor Grass	0.90
Average Grass	1.00
Dense Grass	1.13

(X) VALUES	
Curbed Street	0.0035
Concrete Lined Channel	0.006
Sodded Swale	0.008
Bar Ditch	0.012

Job Description: Shadow Valley Phase 3

CTA Job Number: 20612800

Date: January 21, 2021

Created By: Matt Short

Reviewed By: Brad Reid, P.E.

STREET FLOW CALCULATIONS

DRAINAGE AREA DESIGNATION	STREET NAME	DESIGN STREET FLOW (cfs)	ADD. BYPASS FLOW (cfs)	TOTAL DESIGN FLOW (cfs)	STREET DATA				
					STREET WIDTH (ft)	GRADE or SUMP	CRITICAL SLOPE (ft/ft)	STREET CAPACITY** (cfs)	FLOW / CAPACITY (%)
7	Dillard's Dr (Cul-de-sac)	* 25.94	6.65	32.58	26	SUMP	0.004	39.61	82.25%
8	Dillard's Drive (West)	* 38.05	0.00	38.05	26	GRADE	0.012	68.52	55.52%

NOTES: * Q₁₀₀ ** Street Capacities were determined using FlowMaster (See FlowMaster Results for more details)

Full Flow Street Capacity	
Slope (ft/ft)	Capacity (cfs)
0.004	39.61
0.012	68.52
0.020	88.46

Job Description: Shadow Valley Phase 3

CTA Job Number: 20612800

Date: January 21, 2021

Created By: Matt Short

Reviewed By: Brad Reid, P.E.

CURB INLET FLOW CALCULATIONS

DRAINAGE AREA DESIGNATION	STORM SEWER SYSTEM	INLET ID	INLET FLOW, Q ₁₀ (cfs)	INLET FLOW, Q ₁₀₀ (cfs)	DESIGN INLET FLOW (cfs)	ADD. BYPASS FLOW (cfs)	TOTAL DESIGN FLOW (cfs)	INLET DATA			
								TYPE	GRADE or SUMP	INLET CAPACITY (cfs)	FLOW / CAPACITY (%)
8	B	B2 & B3	27.84	38.05	* 27.84	0.00	27.84	D-2-1 & D-2-2	GRADE	31.40	88.66%

NOTES: * Q₁₀

Full Flow Inlet Capacity (cfs)	
D-2-0	8.2
D-2-1	13.2
D-2-2	18.2
D-2-3	23.2
D-2-4	28.2

Job Description: Shadow Valley Phase 3

CTA Job Number: 20612800

Date: January 21, 2021

Created By: Matt Short

Reviewed By: Brad Reid, P.E.

PIPE FLOW CALCULATIONS

DRAINAGE AREA DESIGNATION	STORM SEWER SYSTEM	PIPE ID	UPSTREAM STRUCTURE	CHANGE IN FLOW (cfs)	TOTAL PIPE FLOW (cfs)	FLOW LINE IN ELEV. (ft)	FLOW LINE OUT ELEV. (ft)	PIPE SLOPE (ft/ft)	PIPE LENGTH (ft)	EQUIV. ROUND PIPE SIZE (in)	EQUIV. ARCH PIPE SIZE			PIPE FRICTION COEFF. n	PIPE VELOCITY (fps)	PIPE CAPACITY (cfs)	FLOW / CAPACITY %
											RISE (in)	SPAN (in)					
6	A	A4-A5	Drop Inlet	* 56.48	56.48	1164.199	1162.925	0.008	159.31	36 RCP	26 5/8	43 3/4	ARCP	0.013	8.44	59.66	94.67%
6	A	A3-A4	5'x5' (I.D.) Junction Box	* 0.00	56.48	1162.925	1162.756	0.008	21.02	36 RCP	26 5/8	43 3/4	ARCP	0.013	8.44	59.66	94.67%
6 + 8	A	A2-A3	6.5'x5' (I.D.) Junction Box	* 31.40	87.88	1161.975	1161.424	0.004	137.85	48 RCP	36	58 1/2	ARCP	0.013	7.23	90.85	96.73%
6 + 8	A	A1-A2	9'x6.5' (I.D.) Junction Box	* 0.00	87.88	1161.424	1160.901	0.004	130.70	48 RCP	36	58 1/2	ARCP	0.013	7.23	90.85	96.73%
8	B	B2-B3	D-2-1	* 13.20	13.20	1163.378	1163.274	0.004	26.00	24 RCP	18	28 1/2	ARCP	0.013	4.55	14.31	92.26%
8	B	B1-B2	D-2-2	* 18.20	31.40	1162.774	1162.738	0.006	6.00	30 RCP	22 1/2	36 1/4	ARCP	0.013	6.47	31.77	98.83%
8	B	A3-B1	5' (I.D.) Manhole	* 0.00	31.40	1162.738	1162.475	0.006	43.73	30 RCP	22 1/2	36 1/4	ARCP	0.013	6.47	31.77	98.83%

NOTE: * Q_{100}

Job Description: Shadow Valley Phase 3
CTA Job Number: 20612800
Date: January 21, 2021
Created By: Matt Short
Reviewed By: Brad Reid, P.E.

FLUME FLOW CALCULTAIONS

DRAINAGE AREA DESIGNATION	FLUME	DESIGN FLUME FLOW (cfs)	ADD. BYPASS FLOW (cfs)	TOTAL DESIGN FLOW (cfs)	CURB OPENING $L=Q/(C*H^{1.5})$ (ft)	FLUME DATA						
						CRITICAL SLOPE (ft/ft)	FLUME HEIGHT (ft)	FLUME WIDTH (ft)	FRICTION COEFF. n	FLUME VELOCITY (fps)	FLUME CAPACITY (cfs)	FLOW / CAPACITY (%)
7	C	* 25.94	6.65	32.58	33.00	0.0200	0.50	7.00	0.013	9.34	32.70	99.65%

NOTE: * Q₁₀₀ C=2.8

FlowMaster Results

Worksheet for 26' street @ 0.40%

Project Description	
Friction Method	Manning Formula
Solve For	Discharge
Input Data	
Channel Slope	0.004 ft/ft
Normal Depth	6.0 in

Section Definitions

Station (ft)	Elevation (ft)
0+00	0.50
0+00	0.00
0+13	0.21
0+26	0.00
0+26	0.50

Roughness Segment Definitions

Start Station	Ending Station	Roughness Coefficient
(0+00, 0.50)	(0+26, 0.50)	0.013

Options

Current Roughness Weighted Method	Pavlovskii's Method
Open Channel Weighting Method	Pavlovskii's Method
Closed Channel Weighting Method	Pavlovskii's Method

Results

Discharge	39.59 cfs
Roughness Coefficient	0.013
Elevation Range	0.0 to 0.5 ft
Flow Area	10.4 ft ²
Wetted Perimeter	27.1 ft
Hydraulic Radius	4.6 in
Top Width	26.33 ft
Normal Depth	6.0 in
Critical Depth	6.2 in
Critical Slope	0.003 ft/ft
Velocity	3.82 ft/s
Velocity Head	0.23 ft
Specific Energy	0.73 ft
Froude Number	1.072
Flow Type	Supercritical

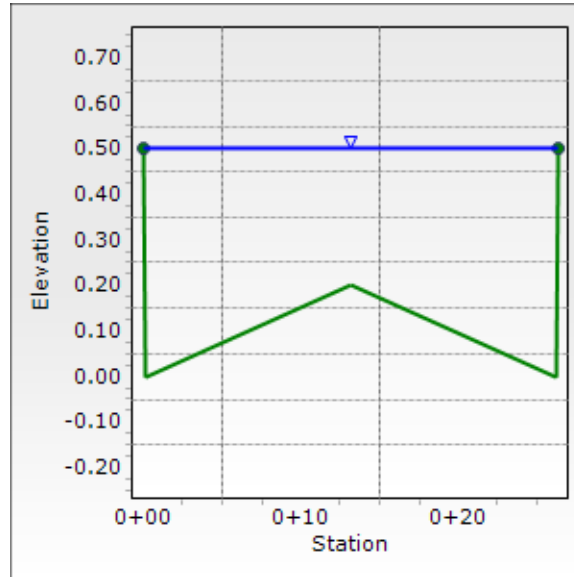
GVF Input Data

Worksheet for 26' street @ 0.40%

GVF Input Data	
Downstream Depth	0.0 in
Length	0.0 ft
Number Of Steps	0
GVF Output Data	
Upstream Depth	0.0 in
Profile Description	
Profile Headloss	0.00 ft
Downstream Velocity	Infinity ft/s
Upstream Velocity	Infinity ft/s
Normal Depth	6.0 in
Critical Depth	6.2 in
Channel Slope	0.004 ft/ft
Critical Slope	0.003 ft/ft

Cross Section for 26' street @ 0.40%

Project Description	
Friction Method	Manning
	Formula
Solve For	Discharge
Input Data	
Channel Slope	0.004 ft/ft
Normal Depth	6.0 in
Discharge	39.59 cfs



Worksheet for 26' street @ 1.20%

Project Description	
Friction Method	Manning
Solve For	Formula
	Discharge
Input Data	
Channel Slope	0.012 ft/ft
Normal Depth	6.0 in

Section Definitions

Station (ft)	Elevation (ft)
0+00	0.50
0+00	0.00
0+13	0.21
0+26	0.00
0+26	0.50

Roughness Segment Definitions

Start Station	Ending Station	Roughness Coefficient
(0+00, 0.50)	(0+26, 0.50)	0.013

Options	
Current Roughness Weighted Method	Pavlovskii's Method
Open Channel Weighting Method	Pavlovskii's Method
Closed Channel Weighting Method	Pavlovskii's Method

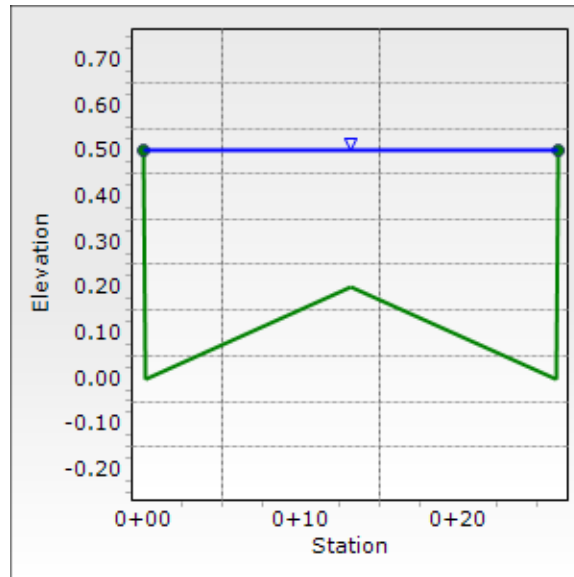
Results	
Discharge	68.52 cfs
Roughness Coefficient	0.013
Elevation Range	0.00 to 0.50 ft
Flow Area	10.4 ft ²
Wetted Perimeter	27.1 ft
Hydraulic Radius	4.6 in
Top Width	26.33 ft
Normal Depth	6.0 in
Critical Depth	8.4 in
Critical Slope	0.003 ft/ft
Velocity	6.61 ft/s
Velocity Head	0.68 ft
Specific Energy	1.18 ft
Froude Number	1.856
Flow Type	Supercritical

Worksheet for 26' street @ 1.20%

GVF Input Data	
Downstream Depth	0.0 in
Length	0.0 ft
Number Of Steps	0
GVF Output Data	
Upstream Depth	0.0 in
Profile Description	
Profile Headloss	0.00 ft
Downstream Velocity	Infinity ft/s
Upstream Velocity	Infinity ft/s
Normal Depth	6.0 in
Critical Depth	8.4 in
Channel Slope	0.012 ft/ft
Critical Slope	0.003 ft/ft

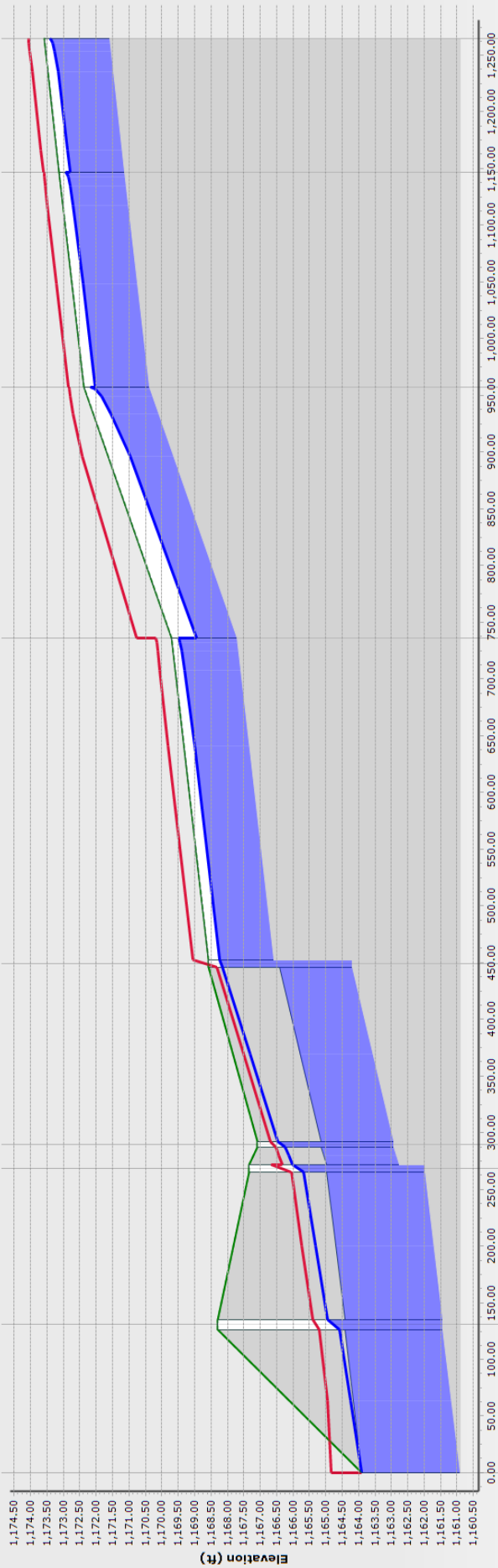
Cross Section for 26' street @ 1.20%

Project Description	
Friction Method	Manning
	Formula
Solve For	Discharge
Input Data	
Channel Slope	0.012 ft/ft
Normal Depth	6.0 in
Discharge	68.52 cfs



StormCAD Results

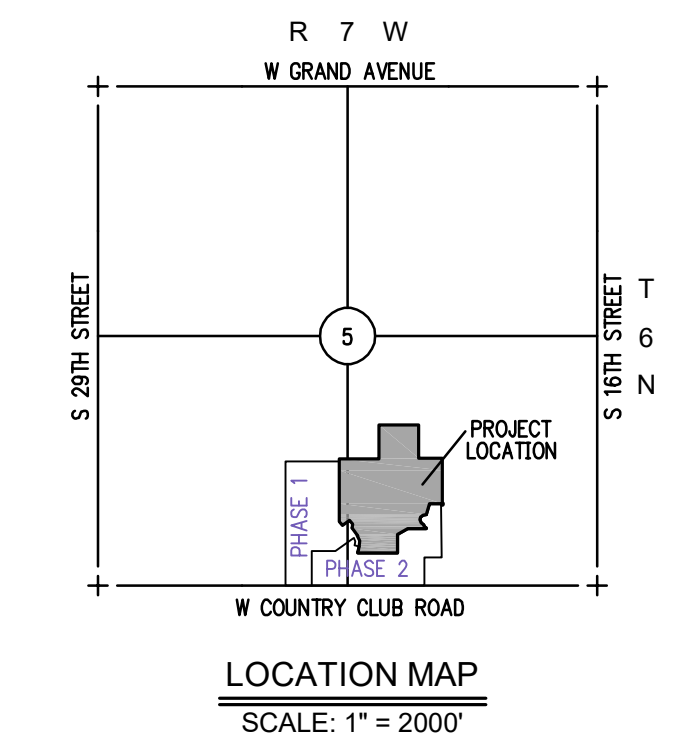
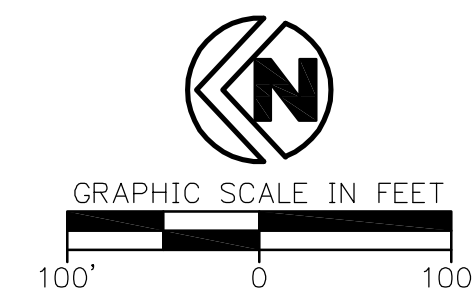
STS A - Base



ID\Label	153 \ A1-A2	150 \ A2-A3	151 \ A3-A4	152 \ A4-A5	216 \ CH-1	218 \ CH-2	220 \ CH-3	228 \ CH-4
k.Length (ft)	130.70	137.85	21.02	159.31	286.62	221.35	189.34	118.11
(in)\Material	36.0 \ Concrete	36.0 \ Concrete	26.6 \ Concrete	26.6 \ Concrete	24.0 \ Concrete	24.0 \ Concrete	24.0 \ Concrete	24.0 \ Concrete
Flow (cfs)	87.88	87.88	56.48	56.48	56.48	56.48	56.48	56.48
Slope (ft/ft)	-0.004	-0.004	-0.008	-0.008	-0.004	-0.012	-0.004	-0.004
ID\Label	157 \ A1	138 \ A2	135 \ B3B \ A4	137 \ A5	215 \ C5-1	217 \ C5-2	219 \ C5-3	233 \ C6-4
Ground (ft)	1163.901	1168.291	1167.8667,088	1168.575	1163.709	1172.366	1173.123	1173.595
Invert (ft)	1160.901	1161.424	1161.9562,925	1164.199	1167.709	1170.386	1171.123	1171.595
Station (ft)	0.00	130.70	268.5893,58	448.89	733.50	956.84	1146.17	1264.27



Drainage Map



300 Pointe Parkway Boulevard
Yukon, Oklahoma 73099

 **Crafton Tull**
architecture | engineering | surveying

405.787.6270 t 405.787.6276 f
www.craftontull.com

CERTIFICATE OF AUTHORIZATION:
CA 973 (PE/LS) EXPIRES 6/30/2022

SHADOW VALLEY
PHASE 3
CHICKASHA, OKLAHOMA

Key Plan

[illegible]

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PROJECT NO: 20612800
ISSUE DATE: 01/20/2021
CONTACT: Brad Reid
CHECKED BY:

PRELIMINARY PLANS

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DRAINAGE MAP

C-102

SHADOW VALLEY PHASE 3

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PROGRAMMING: \\LOCALFILES\0615\2600_SHADOWS\WV\3\INFRASTRUCTURE\CH\1\DWG\1\DRAINAGE\MAP.DWG
LAYOUT: DRAINAGE MAP LAST SAVED: MS7390, 1/15/2021 1:14 PM
PLOTTED BY: MATTHEW SHORE, 1/20/2021 5:58 PM [PLOTTED BY: ONLY VALID ON HARD COPY]



City of
CHICKASHA

Meeting Type: Council Agenda 4-19-2021

Meeting Date: 4/19/2021

Department: City Clerk

Agenda Item No. 6.c.

AGENDA ITEM: Discussion, consideration and possible action to approve a city-wide yard sale for the City of Chickasha for May 6th, 7th and 8th, 2021 and waive the permit requirements for this event.

I. BACKGROUND/DESCRIPTION:

- This is an annual event held the 2nd full weekend in May
- This event is held in tandem with the Antique Auto Clubs' swap meet
- Council typically waives fees for this event to increase participation.

II. RECOMMENDED ACTION:

Approve the city-wide yard sale to be held May 6th, 7th, and 8th, 2021 and waive the required permits.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Susan M. McDaniel, City Clerk	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 19, 2021	(From)		

V. ATTACHMENTS:



City of
CHICKASHA

Meeting Type: Council Agenda 4-19-2021

Meeting Date: 4/19/2021

Department: Administration

Agenda Item No. 6.d.

AGENDA ITEM: Discussion, consideration and possible action to enter into an agreement for recruitment services with Strategic Government Resources for the search of a City Manager.

I. BACKGROUND/DESCRIPTION:

- Staff requested quotes for professional services from Chris Hartung Consulting, Strategic Government Resources, and Baker Tilley.
- Quotes were received from Chris Hartung Consulting and Strategic Government Resources.
- Baker Tilley did not submit a quote.

II. RECOMMENDED ACTION:

Staff recommends awarding the contract for professional services to Strategic Government Resources.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Leasa Furr, Asst. City Manager	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 19, 2021	(From)		

V. ATTACHMENTS:

1. SGR Proposal-Chickasha City Manager 03-21
2. Chickasha OK City Manager Work Plan 3-25-21
3. Bastrop City Manager Brochure 3-29-20

PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

CITY MANAGER
CITY OF CHICKASHA, OKLAHOMA

March 2021

(This proposal is valid for 90 days)



Strategic Government Resources

P.O. Box 1642, Keller, Texas 76244
Office: 817-337-8581

Jennifer Fadden, President of Executive Recruitment
JenniferFadden@GovernmentResource.com



March 25, 2021

Hon. Mayor Chris Mosley and City Council
Leasa Furr, Assistant City Manager
City of Chickasha, Oklahoma

Dear Mayor Mosley, City Council Members, and Ms. Furr:

Thank you for the opportunity to submit this proposal to assist the City of Chickasha in your recruitment for a new City Manager. SGR has the unique ability to provide a personalized and comprehensive recruitment to meet your needs.

I would like to draw your attention to a few key items that distinguish SGR from other recruitment firms and allow us to reach the most extensive and diverse pool of applicants:

- SGR is a recognized thought leader in local government management and is actively engaged in local government operations, issues, and Best Management Practices.
- SGR's Servant Leadership e-newsletter, where all recruitments conducted by SGR are announced, reaches over 51,000 subscribers in all 50 states.
- SGR will send targeted emails to our opt-in Job Alert subscriber database of over 6,400 city management professionals.
- Gary Holland, the proposed consultant for this project, is currently conducting the Fire Chief recruitment and has worked with the City of Chickasha in the past. Gary is a seasoned recruiter and has conducted multiple successful City Manager recruitments for other Oklahoma cities.

We recognize that the COVID-19 pandemic has created unique operating challenges for local governments in a myriad of ways, including recruitment efforts. SGR has invested in a variety of technologies that will allow a safe social distancing recruitment process, and we will continue to improve, adapt and provide alternatives to in-person meetings during this uncertain time.

We are excited about the prospect of conducting this recruitment for the City of Chickasha, and we are available to visit with you at your convenience.

Respectfully submitted,

Ron Holifield, Chief Executive Officer
Ron@GovernmentResource.com
Cell: 214-676-1691

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- 4** Recruitment Methodology
- 5** Projected Schedule
- 6** Costs & Service Guarantee
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- 8** City/Town/County Manager Recruitments, 2016 to Date
- 9** Executive Recruitment Clients
- 10** Sample Position Profile Brochures

Company Profile

Background

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by Recruiting, Assessing, and Developing Innovative, Collaborative, and Authentic Leaders. SGR was incorporated in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a **full-service firm**, specializing in executive recruitment, interim placements, online training, onsite training, leadership development, psychometric assessments, strategic visioning retreats, one-on-one employee coaching, and other consulting services designed to promote innovation, team building, collaboration, and continuous improvement in local governments. SGR has approximately 700 local government clients in 47 states for all of our business lines combined. SGR has been, and continues to be, a leader in spurring innovation in local government.

SGR's corporate headquarters is in the Dallas/Fort Worth Metroplex. SGR also has virtual offices in California, Florida, Minnesota, New York, North Carolina, Ohio, Oklahoma, and Oregon.

SGR Executive Leadership – Recruitment

- Ron Holifield, Chief Executive Officer
- Jennifer Fadden, President, Executive Recruitment
- Melissa Valentine, Managing Director, Recruitment & Human Resources

View all SGR team members and bios at: governmentresource.com/about-us/meet-the-team

SGR's Unique Qualifications

Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment, and we believe it is imperative to be proactive in our mission to build a workforce that represents the communities we serve. SGR reaches an extensive and diverse pool of prospects by utilizing our unequalled network of prospects.

- SGR's Servant Leadership e-newsletter, where your position will be announced, reaches over 51,000 subscribers in all 50 states.
- We will send targeted emails to over 4,600 opt-in subscribers to SGR's City Manager Job Alerts.
- Your position will be posted on SGR's Website, GovernmentResource.com, which has more than 36,000 visitors per month.
- Your position will be posted on SGR's Job Board, SGRjobs.com, which averages more than 16,000 unique visitors per month and has over 1,600 jobs listed at any given time.
- SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn.
- SGR frequently partners with local government associations including League of Women in Government and the Local Government Hispanic Network.
- Approximately 65% of semifinalists selected by our clients learned about the open recruitment through via our website, servant leadership e-newsletter, job board, social media, job alert emails, or personal contact.

Collective Local Government Experience

Our recruiters have years of experience in local government and both regional and national networks of relationships. The entire executive recruitment group works as a team to leverage their networks to assist with each recruitment. SGR team members are active on a national basis, in both local government organizations and professional associations. Many SGR team members frequently speak and write on issues of interest to local government executives. SGR can navigate all of the relevant networks as both a peer and insider.

Equal Opportunity Commitment

SGR strongly believes in equal employment opportunity. SGR does not discriminate and believes that equal opportunity is an ethical issue. SGR quite simply will not enter into an engagement with an entity or organization that directs, or expects, that bias should or will be demonstrated on any basis other than those factors that have a bearing on the ability of the candidate to do the job. You can anticipate that SGR will make a serious and sincere effort to encourage qualified applicants from underrepresented demographic groups to apply. Although SGR obviously cannot, and would not, guarantee the makeup of the semifinalist or finalist groups, SGR does have relationships and contacts nationwide to encourage the meaningful participation of

underrepresented minority groups, and we continue to evaluate and improve our processes by embedding a lens of equity and inclusion into our recruitment practices.

Listening to Your Unique Needs

SGR devotes a significant amount of time to actively listening to your organization and helping you define and articulate your needs. We work hard to conduct a comprehensive recruitment that is unique to you. SGR devotes a tremendous amount of energy to understanding your organization's unique culture, environment, and local issues to ensure a great "fit" from values, philosophy, and management style perspectives.

Trust of Candidates

SGR has a track record of remarkable confidentiality and providing wise counsel to candidates and next generation leaders; we have earned their trust. As a result, SGR is often able to get exceptional prospects to become candidates, even if they have declined to become involved in other recruitment processes. Candidates trust SGR to assess the situation well, communicate honestly and bluntly, and maintain their confidentiality to the greatest extent possible.

Accessibility & Communication

Your executive recruiter is accessible at all times throughout the recruitment process and can be reached by candidates or clients, even at night and on weekends, by cell phone or email. In addition, the recruiter communicates with active applicants on a weekly basis and sends Google alerts articles to keep the applicants informed about the community and opportunity.

Comprehensive Evaluation and Vetting of Candidates

SGR offers a candidate screening process that prevents surprises and ensures in-depth understanding. Our vetting process includes:

- Prescreening questions and technical review of resumes
- Cross communication between our recruiters about candidates who have been in previous searches for greater understanding of background and skills
- Comprehensive written questionnaires to gain different insights than typically available on a resume
- Online pre-recorded video interviews that allow search committee members, at their convenience, to view candidates in an interview setting prior to the finalist stage of the recruitment process
- Comprehensive media reports that go far beyond automated Google/LexisNexis searches and are customized to each candidate based on where he/she has lived and worked
- Comprehensive automated and anonymous reference checks that provide deep insights on candidates' soft skills from a well-rounded group of references
- Psychometric assessments (supplemental cost)
- Comprehensive background checks completed by a licensed private investigation firm
- Advanced exercise, customized to the organization, for finalist candidates

Project Personnel

Gary Holland, Senior Vice President

GaryHolland@GovernmentResource.com

Cell: 405-269-3445



Gary Holland joined SGR as Senior Vice President of Executive Recruitment in 2013 after serving for six years as Senior Vice President with another search firm, providing executive recruitment and management consulting for local governments across the nation.

Prior to that, he served over 17 years with the City of Kissimmee, Florida, as Assistant to the City Manager, Assistant City Manager and finally Deputy City Manager. Before his distinguished career in City Management, Gary had also served for 10 years as a Local Government Specialist with Oklahoma State University focusing on technology transfer and community development. During that time, he participated with ICMA's Public Technology Inc. in a three-year program as the technology transfer agent in a four-state region.

He was also a charter member of the County Government Training Program established by the Oklahoma Legislature to develop and present educational programs to elected county officials throughout the State. Gary has authored a wide variety of publications on local government topics and has presented at numerous state and national conferences on local government management topics with a particular emphasis on innovative technologies.

Gary holds a Bachelor of Business Administration in Marketing and Management from the University of Oklahoma and a Master of Business Administration in Management and Finance from Oklahoma State University.

Gary W. Holland
2603 South Oxford Drive
Stillwater, Oklahoma 74074
405-269-3445
Gholland73@hotmail.com

SUMMARY OF QUALIFICATIONS

- Management consulting services for Federal, state, and local government
- 17+ years executive level management experience in a rapid growth municipal government
- 10 years university-based experience in technology transfer and educational programming for local government
- 3 years collegiate public relations and small business education
- MBA – Oklahoma State University, 1985
- BBA – University of Oklahoma, 1974

EXPERIENCE

Strategic Government Resources

01/13 to Present Senior Vice President

RESPONSIBILITIES

- Perform executive search services for local governments

The Mercer Group, Inc.

07/07 to 01/13 Senior Vice-President

RESPONSIBILITIES

- Provide management consulting services to local governments
- Perform executive search services for local government (city/deputy city manager, department directors)
- Conduct management studies for units of local governments including compensation and classification studies, public safety analysis, organizational analysis, and more

City of Kissimmee, Florida Population: 58,000

05/01 – 11/06 Deputy City Manager (Retired in 2006)
10/92 – 05/01 Assistant City Manager
05/89 - 10/92 Assistant to the City Manager

RESPONSIBILITIES AND ACCOMPLISHMENTS

- Served as a member of the budget development/review committee.
- Supervised department directors responsible for the Airport, Finance, Personnel, Information Technology, Parks and Recreation, Development Services, Central Services/Purchasing, and Community Redevelopment.
- Supervised the Assistant to the City Manager and the Public Information Officer.
- Supported the City Manager in supervising the Police Chief, Fire Chief, Public Works Director, and Water/Sewer Director.
- Represented the city on the Operating Committee of the local government and education television channel.
- Awarded grants totaling approximately \$1 million to develop transitional resident facilities for homeless women with children.
- Created and implemented an interdisciplinary plan to proactively address problems associated with the homeless population in the Kissimmee area.
- Charter member of the governing board of HOME (Helping Others Make the Effort).
- Awarded grants from the Florida Bureau of Historic Preservation for a survey of historic properties in Kissimmee and to develop nominations for listing of properties on the National Register of Historic Places.
- Represented the City Manager's office with the Kissimmee/Osceola Chamber of Commerce, the Community Redevelopment Agency, Osceola County, the Central Florida Regional Transit Authority, MetroPlan Orlando, and other external agencies.
- Created and implemented a long-range plan for information technology utilization throughout the city organization including local area networks, geographic information systems, and e-government solutions for citizens.
- Developed and implemented a plan for downtown redevelopment which did not require a tax increase.
- Served as executive construction project manager for a \$10 million charter elementary school sponsored by the City of Kissimmee.
- Lead contract negotiator for private management of the charter school.
- Facilitated a variety of improvements to the Kissimmee Gateway Airport designed to enhance the economic vitality of the area. Improvements include an air traffic control tower, instrument landing system, and improved ramp and road access to fixed base operators.
- Oversaw a number of capital improvement projects including a \$3 million civic center, \$5 million Central Services facility, and various parks and recreation facilities.
- Managed the creation and implementation of an emergency management plan for the City of Kissimmee in concert with City public safety departments and the Osceola County Emergency Management Department.

Oklahoma State University
Stillwater, Oklahoma

6/79 to 5/89 Local Government Specialist – Technology Transfer, Community and Rural Development

RESPONSIBILITIES AND ACCOMPLISHMENTS

- Participated in a 3-year project with Public Technology, Inc. as the technology transfer agent in a four-state area. PTI is an organization of the International City/County Managers Association responsible for innovative technology for local government. Interacted with members of the Federal Laboratory Consortium, industry trade associations, and various entrepreneurial groups in advancing innovative technology. Publications include:

Alternatives for Utility Meter Reading
Asphalt Pavement Recycling Alternatives
Compressed Natural Gas as a Fleet Vehicle Fuel

- Served as editor of the Federal Laboratory Consortium newsletter.
- Awarded a \$500,000 grant from the Kellogg Foundation to develop a national educational program on risk management in local government. Educational materials were developed for use by Cooperative Extension educators nationwide.
- Developed and presented educational programs for elected and appointed local government officials on their statutory and management duties and responsibilities.
- Presented educational programs throughout Oklahoma on trends in county government finance.
- Authored handbooks and other publications for use by Oklahoma local government officials in the execution of their duties including:

County Treasurers Handbook
County Excise/Equalization Board Handbook
District Court Clerk Handbook
Municipal Bond Issues: Understanding the Basics
A Guide to the County Financial Statement in Oklahoma

Selected Presentations

- Compressed Natural Gas For Municipal Fleet Vehicles; National Conference of Mayors, Atlanta, Georgia
- Facilitating Technology Transfer Through the ORTA System; Federal Laboratory Consortium, Washington, D.C.
- Report on CNG Demonstration; American Gas Association, Washington, D.C.

Northern Oklahoma College

Tonkawa, Oklahoma

6/76 to 6/79 Director of Public Relations and Alumni Affairs

RESPONSIBILITIES AND ACCOMPLISHMENTS

- Created and published information regarding the college and the various degree programs available.
- Developed radio and television promotions for the college.
- Implemented a student recruitment program throughout the state of Oklahoma resulting in an increase in enrollment three consecutive years.
- Authored an alumni newsletter and quarterly alumni newspaper.
- Responsible for coordinating the college development campaign.
- Classroom instructor for courses in Marketing and Small Business Management.

EDUCATION

University of Oklahoma	Bachelor of Business Administration Marketing and Management
Oklahoma State University	Master of Business Administration Management and Finance National Dean's List – 3.95 GPA

A full-service recruitment typically entails the following steps:

1. Organizational Inquiry and Analysis

- Develop Recruitment Plan and Timeline
- Individual Interviews with Key Stakeholders
- Development of Position Profile Brochure

2. Advertising and Marketing, Communication with Applicants and Prospects

3. Initial Screening and Review

4. Search Committee Briefing to Facilitate Selection of Semifinalists

5. Evaluation of Semifinalist Candidates

- Written Questionnaires
- Recorded Online Interviews
- Media Searches - Stage 1

6. Search Committee Briefing to Facilitate Selection of Finalists

7. Evaluation of Finalist Candidates

- Comprehensive Media Searches - Stage 2
- Comprehensive Background Investigation Reports
- DiSC Management Assessments (supplemental service)
- First Year Game Plan or Other Advanced Exercise

8. Interview Process

- Face-to-Face Interviews
- Stakeholder Engagement (may occur earlier in process)
- Deliberations
- Reference Checks (may occur earlier in process)

9. Negotiations and Hiring Process

- Determine the Terms of an Offer
- Negotiate Terms and Conditions of Employment
- Press Release (if requested)

Step 1: Organizational Inquiry and Analysis

Develop Recruitment Plan and Timeline

SGR will meet with the client at the outset of the project to finalize the recruitment plan and timeline. At this time, SGR will also request that the client provide us with photos and information on the community, organization, and position to assist us in drafting the position profile brochure.

Individual Interviews with Key Stakeholders

SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your particular needs. Fully understanding your organizational needs is the most critical part of conducting a successful executive recruitment. In consultation with the Search Committee, SGR will develop a list of individuals to meet with about the position. Individual interviews may include members of the Search Committee, key staff members, peers in other organizations, and/or community leaders to find out more about the position, special considerations, and the political environment. These interviews last approximately 30-60 minutes each and identify issues that may affect the dynamics of the recruitment, as well as develop a composite understanding of the organization's preferences. This process helps with organizational buy-in and will assist us in developing the position profile.

Development of Position Profile Brochure

Following the individual interviews, SGR will develop a draft position profile brochure that is reviewed and revised in partnership with your organization until we are in agreement that it accurately reflects the sought-after leadership and management characteristics.

Step 2: Advertising and Marketing, Communication with Applicants and Prospects

Advertising and Marketing

The Executive Recruiter and client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, where your position will be announced, reaches over 51,000 subscribers in all 50 states. We will also send targeted emails to over 4,600 opt-in subscribers to SGR's City Manager Job Alerts. Your position will be posted on SGR's Website, GovernmentResource.com, and on SGR's Job Board, SGRjobs.com. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn. Ads are also typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

Communication with Prospects

SGR communicates with interested prospects on ongoing basis during the recruitment process. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast,

accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about the organization, and it is an area in which SGR excels.

Communication with Active Applicants

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personal responses to any questions or inquiries. SGR communicates frequently with applicants to ensure they stay enthusiastic and informed about the opportunity. SGR utilizes Google Alerts and sends weekly update emails to active applicants regarding the organization and community.

Step 3: Initial Screening and Review

SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. The triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues regarding previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process described above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to make sure that the minimum requirements of the position are met, and which of the preferred requirements are met. This sifting process assesses how well candidates' applications fulfill the recruitment criteria outlined in the Position Profile.

Step 4: Search Committee Briefing / Selection of Semifinalist Candidates

At this briefing, SGR will provide a comprehensive progress report and facilitate the selection of up to 12 semifinalists. The presentation will include summary information on the process so far, the candidate pool overall, and any trends or issues, as well as a briefing on each candidate and their credentials. No other firm offers this level of reporting detail and transparency.

Step 5: Evaluation of Semifinalist Candidates

Reviewing resumes is an important and valuable step in the executive recruitment process. However, the simple fact is that resumes can be misleading. They tell you nothing about the individual's personal qualities or his/her ability to get along with other people. Resumes can also exaggerate or inflate accomplishments or experience. SGR's responsibility is to go more in-depth than the resume to ensure that those candidates who continue in the process are truly outstanding. SGR's goal is to have a clear understanding of the person behind the resume and what makes him/her an outstanding prospect for you. The evaluation of semifinalist candidates includes follow-up when appropriate to ask any questions about underlying issues.

Written Questionnaires

SGR will ask semifinalist candidates to complete a comprehensive written exercise designed to provide greater insight into candidate thought processes and communication styles. SGR's written instrument is custom designed around the priorities identified by the Search Committee and usually includes questions focusing on key areas of particular interest to the client. This written instrument will be included in the semifinalist briefing book along with cover letters and resumes submitted by the candidates.

Recorded Online Interviews

SGR will ask semifinalist candidates to complete online interviews. This provides a very insightful, efficient and cost-effective way to gain additional insights to utilize in selecting finalists you want to invite for an onsite interview. The recorded online interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Online interviews also convey to candidates that the organization is using leading edge technology in its business processes and provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest. Links to view the online interviews are emailed to the Search Committee members for viewing at their convenience prior to selection of finalist candidates.

Media Searches - Stage 1

"Stage 1" of our media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any "red flags" to the Search Committee immediately upon discovery.

Step 6: Search Committee Briefing / Selection of Finalist Candidates

Prior to this briefing, SGR will provide each member of the Search Committee with a briefing book on the semifinalist candidates. The briefing book includes cover letters, resumes, and completed questionnaires. The link to view the online interviews is emailed separately to Search Committee members. The purpose of this briefing is to facilitate narrowing the list to up to 5 finalists who will be invited for personal interviews.

Step 7: Evaluation of Finalist Candidates

Comprehensive Media Searches - Stage 2

"Stage 2" of our media search process includes the web-based interface Nexis Diligence™ along with Google as a supplementary tool. By utilizing both, we can provide our clients with an enhanced due diligence process to help vet potential candidates in an efficient and comprehensive manner, which reduces the risk of overlooking important information.

The Stage 2 media search consists of a more complex search, which also includes social media platforms, and has proven helpful in analyzing possible adverse news about the candidate by uncovering issues that may not have been previously disclosed by the candidate. The media search gives the Search Committee an overview of the type and extent of press coverage that a candidate has experienced over the course of their career. View a sample media report at: <http://bit.ly/SGRSampleMediaReport>.

Comprehensive Background Investigation Reports

Through SGR's partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below. View a sample background report at: bit.ly/SGRSampleBackgroundReport.

- Social Security number trace
- Address history
- Driving history/motor vehicle records
- Credit report
- Federal criminal search
- National criminal search
- County wants and warrants for previous 10 years
- Global homeland security search
- Sex offender registry search
- State criminal search (for current and previous states of residence)
- County civil and criminal search (for every county in which candidate has lived or worked) for previous 10 years
- Education verification
- Employment verification (if desired)
- Military verification (if desired)

DiSC Management Assessments (supplemental service)

SGR uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager. View a sample report at: bit.ly/SGRDiscProfileSample. For assessments of more than two candidates, a DiSC Management Comparison Report is included, which provides a side-by-side view of each candidate's preferred management style. View a sample comparison report at: bit.ly/SGRDiscTeamReport.

First Year Game Plan or Other Advanced Exercise

SGR will work with your organization, if desired, to develop an advanced exercise for the finalist candidates. One example of such an exercise is a "First Year Game Plan," a process where finalist candidates are provided with the contact information for elected officials, key staff, and community leaders and then given free rein to make contact with all of them in advance and use those insights to develop a "first year game plan" based on what they know so far.

Feedback is received from the key contacts on their impressions of the finalist candidates from the interactions with the candidates prior to the interviews. This exercise provides the opportunity to evaluate candidates' written and interpersonal communication skills, as well as critical analysis skills.

Step 8: Interview Process

Face-to-Face Interviews

SGR will schedule interviews at a date/time convenient to your organization. This process can be as simple, or as complex, as your organization desires. SGR will help you determine the specifics and assist in developing the interview schedule and timeline. SGR will prepare sample interview questions and will participate throughout the process to make it smooth and efficient.

Stakeholder Engagement

At the discretion of the Search Committee, we will work closely with your organization to engage stakeholders in the recruitment process. Our recommendation is that we design a specific stakeholder engagement process after we learn more about the organization and the community. Different approaches work best in different communities. We will collaborate with your organization to determine which option, or combination of options, will be the most effective for the unique needs of the organization.

- Stakeholder survey (supplemental service, can be provided at an additional cost)
- Interviewing community leaders at the outset of the recruitment;
- Holding a public forum for citizen engagement at the outset of the recruitment;
- Community leader reception;
- Meet and greet;
- Search Committee and key community leader dinner meeting;
- "Round Robin" forum meetings with various community groups during a multi-day interview process.

Deliberations

SGR will facilitate a discussion about the finalist interviews and assist the Search Committee in making a hiring decision or in deciding whether to bring back one or more candidates for a second interview.

Reference Checks

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR's reference check platform is anonymous, which is proven to encourage more candid and truthful responses, in turn providing organizations with more meaningful and insightful information on candidates. SGR provides a written summary report to the organization once all reference checks are completed. The timing of reference

checks may vary depending on the specific search process and situation. If the names of the finalists are made public prior to interviews, SGR will typically contact references prior to the interview process. If the names of the finalists are not made public prior to interviews, SGR will typically wait until the organization has selected its top candidate before calling references in order to protect candidate confidentiality.

Step 9: Negotiations and Hiring Process

Determine the Terms of an Offer

Upon request, SGR will provide appropriate employment agreement language and other helpful information to assist you in determining an appropriate offer to extend to your candidate of choice.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will determine and define any special needs or concerns of the chosen candidate, including anything that could be a complicating factor. SGR is experienced and prepared to help craft win-win solutions to negotiation “log-jams.”

Press Release (if requested)

Until you have “sealed the deal,” you need to be cautious in order to avoid the embarrassment of a premature announcement that does not work out. You also want to try to notify all senior staff and unsuccessful candidates before they read about it in the newspaper. SGR will assist with this coordination and with drafting any announcements or press releases.

Satisfaction Surveys

SGR is committed to authentically following the golden rule by providing prompt, professional and excellent communication and always treating every client with honor, dignity and respect. We ask clients and candidates to complete a brief and confidential survey after the completion of their recruitment. This helps us strive to continuously improve our processes and meet the changing needs of the workforce.

Supplemental Service: Post-Hire Team Building Workshop

SGR can provide a customized team building workshop after you hire for the position. SGR utilizes I-OPT, which is a validated measurement tool that shows how a person perceives and processes information. Because people “see” different things when they assess a situation, they are motivated to take various courses of action, so understanding you and your colleagues’ I-OPT Profiles will enable you to work much more effectively as a team. This service can be provided at an additional cost. View sample I-OPT reports at: bit.ly/sampleIOPReports.

Projected Schedule

Schedule will be adjusted at the outset of the search to meet the organization's needs.

Task	Weeks
- Contract Executed - Develop Recruitment Plan, Timeline <u>Individual Interviews with Key Stakeholders</u>	Week 1
<u>Deliverable</u>: Position Profile Brochure - Search Committee Reviews and Approves Brochure	Weeks 2-3
- Advertising and Marketing - Accept Applications - Communication with Prospects and Applicants	Weeks 4-7
Initial Screening and Review	Week 8
<u>Search Committee Briefing</u> / Select Semifinalists - Questionnaires and Recorded Online Interviews - Media Searches - Stage 1	Week 9
<u>Deliverable</u>: Semifinalist Briefing Books and Online Interviews	Week 10
<u>Search Committee Briefing</u> / Select Finalist Candidates	Week 11
- Comprehensive Media Searches - Stage 2 - Comprehensive Background Investigation Reports - DiSC Management Assessments (supplemental service) - First Year Game Plan or Other Advanced Exercise	Weeks 12-13
<u>Deliverable</u>: Finalist Briefing Books	Week 14
<u>Face-to-Face Interviews</u> - Stakeholder Engagement (may occur earlier in process) - Deliberations - Reference Checks (may occur earlier in process) - Negotiations and Hiring Process	Week 15

Recruitment Costs & Service Guarantee

Not-to-Exceed Price: **\$24,150**
(reflects \$750 discount due to concurrent Fire Chief search)

Not-to-exceed price includes:

- **Professional Service Fee - \$18,500**
- **Expenses:**
 - **Position Profile Brochure & Marketing - \$750** *(reflects \$750 discount)*
 - Production of a professional position profile brochure
 - Custom-designed graphics for social media and email marketing
 - Announcement in SGR's 10 in 10 Leadership and Innovation e-newsletter
 - Two (2) email blasts to SGR's opt-in Job Alert subscribers for the relevant job category
 - Featured job placement on SGR's website
 - Featured ad on SGR's job board
 - Promotions on SGR's social media pages – Facebook, Twitter, LinkedIn, and Instagram
 - **Semifinalist Recorded Online interviews** for up to twelve (12) semifinalists - **\$225 each**
 - **Comprehensive Media Reports** for up to five (5) finalists - **\$500 each**
 - **Comprehensive Background Investigation Reports** for up to five (5) finalists - **\$400 each**
 - **Comprehensive Reference Checks** with individual reports for up to five (5) finalists - **\$225 each**
 - **Up to Two (2) onsite visits** by the Recruiter to the Organization. Meals are billed back at a per diem rate of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead. **Travel will be dependent on COVID restrictions in place at the time and take into consideration the health and safety of team members of both SGR and the Organization.**

Supplemental Services

The supplemental services listed below are not included in the not-to-exceed price:

- **Ad placements, as approved by the organization, will be billed back at actual cost with no markup for overhead.**
- There may be an additional charge for changes made to the Position Profile Brochure after the brochure has been approved by the organization and the position has been posted online.

- Additional online interviews (over and above the twelve (12) included in the not-to-exceed price above) are offered for \$225 per candidate.
- Additional comprehensive media reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$500 per candidate.
- Additional background investigation reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$400 per candidate.
- Additional reference checks via (over and above the five (5) included in the not-to-exceed price above) are offered for \$225 per candidate.
- There is a cost of \$175 per candidate for the DiSC Management Profile.
- Semifinalist and finalist briefing materials will be provided to the search committee via an electronic link. Should the organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional in-person visits (over and above the two (2) in-person visit included in the not-to-exceed price above) by the Recruiter will be billed over and above the not-to-exceed price. Meals are billed back at a per diem rate of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates are reimbursed directly by the organization for travel expenses.
- SGR will conduct a Stakeholder Survey for \$1,000. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. A written summary of results is provided to the organization.
- If desired, the Recruiter will travel to the communities of the finalist candidates to conduct onsite visits. Site visits will be charged at a day rate of \$1,000 per day, plus travel expenses. Meals are billed back at a per diem rate of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- A half-day onsite post-hire team building workshop is offered for \$4,000, plus travel expenses and \$150 per person for I-OPT reports.
- In the unexpected event the organization requests that unusual out of pocket expenses be incurred, said expenses will be reimbursed at the actual cost with no mark up for overhead.
- If the organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval. Supplemental services will be billed out at \$250 per hour.

Billing

The professional service fee for the recruitment is billed in three equal installments during the course of the recruitment. The initial installment is billed after the position profile brochure has been created. The second installment is billed after semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expenses and supplemental services will be billed with each of the three installments, as appropriate.

Service Guarantee

SGR guarantees that you will be satisfied with the results of the full service recruitment process, or we will repeat the entire process one additional time and charge only for expenses. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 18 months of their hire date, SGR will repeat the process and charge only for expenses. If the organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the service guarantee is null and void. We also guarantee that we will not directly solicit a candidate we bring to you for another job.

References

City of Choctaw, Oklahoma

Population: 12,000

Randy Ross, Mayor

Email: mayor@choctawcity.org

Phone: 405-390-8198

City Manager recruitment in progress

City of Miami, Oklahoma

Population: 13,000

Kim Horn, Director of Human Resources

Email: khorn@miamiokla.net

Phone: 918-542-6685

City Manager recruitment, 2020

City of Broken Arrow, Oklahoma

Population: 112,000

Jannette McCormick, Director of Human Resources

Email: jmccormick@brokenarrowok.gov

Phone: 918-259-2400 ext. 5342

Michael Spurgeon, City Manager

Email: mspurgeon@brokenarrowok.gov

Phone: 918-259-8419

Multiple recruitments

Oklahoma Municipal League

Mike Fina, Executive Director

Email: mfina@oml.org

Phone: 405-609-9842

Executive Director recruitment, 2017

City/County/Town Manager & Administrator Recruitments, 2016-Present

In Progress

- Breckenridge, Texas (pop. 5,000) - City Manager
- Chandler, Arizona (pop. 260,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Denison, Texas (pop. 24,000) - City Manager
- Kennett Square, Pennsylvania (pop. 6,000) - Borough Manager
- Lago Vista, Texas (pop. 8,000) - City Manager
- Monett, Missouri (pop. 9,000) - City Manager
- North Port, Florida (pop. 70,000) - City Manager
- Port Chester, New York (pop. 30,000) - Village Manager

2021

- Bainbridge Island, Washington (pop. 25,000) - City Manager
- Chanhassen, Minnesota (pop. 27,000) - City Manager
- Spokane, Washington (pop. 220,000) - City Administrator

2020

- Argyle, Texas (pop. 4,000) - Town Administrator
- Bay City, Texas (pop. 17,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Boerne, Texas (pop. 16,000) - City Manager
- Castroville, Texas (pop. 3,000) - City Administrator
- Clinton, Connecticut (pop. 13,500) - Town Manager
- Commerce, Texas (pop. 9,000) - City Manager
- Covington, Georgia (pop. 14,000) - City Manager
- DeSoto, Texas (pop. 56,000) - City Manager
- Duncanville, Texas (pop. 40,000) - City Manager
- Flower Mound, Texas (pop. 78,000) - Town Manager
- Hutchinson, Kansas (pop. 42,000) - City Manager
- Hutto, Texas (pop. 30,000) - City Manager
- Iola, Kansas (pop. 5,500) - City Administrator
- Johns Creek, Georgia (pop. 84,000) - City Manager
- Joplin, Missouri (pop. 50,000) - City Manager
- Miami, Oklahoma (pop. 13,500) - City Manager
- Mission Hills, Kansas (pop. 3,500) - City Administrator

- Nacogdoches, Texas (pop. 33,000) - City Manager
- Santa Fe, Texas (pop. 13,000) - City Manager
- Tigard, Oregon (pop. 53,000) - City Manager
- Westworth Village, Texas (pop. 3,000) - City Administrator

2019

- Blaine, Minnesota (pop. 65,000) - City Manager
- Bullard, Texas (pop. 4,000) - City Manager
- Campbell County, Wyoming (pop. 46,000) - Commissioners' Administrative Director/County Administrator
- Canyon, Texas (pop. 15,000) - City Manager
- Copperas Cove, Texas (pop. 34,000) - City Manager
- Killeen, Texas (pop. 145,000) - City Manager
- Kingsville, Texas (pop. 26,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Lenexa, Kansas (pop. 55,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Orange, Texas (pop. 19,000) - City Manager
- Palm Coast, Florida (pop. 86,000) - City Manager
- South Windsor, Connecticut (pop. 26,000) - Town Manager
- Springfield, Oregon (pop. 62,000) - City Manager
- Terrell, Texas (pop. 17,000) - City Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Vail, Colorado (pop. 5,000) - Town Manager
- Venus, Texas (pop. 5,000) - City Administrator
- Victoria, Texas (pop. 67,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator

2018

- Anna, Texas (pop. 14,000) - City Manager
- Bethany, Oklahoma (pop. 19,000) - City Manager
- Cameron, Missouri (pop. 10,000) - City Manager
- Clackamas County, Oregon (pop. 400,000) - County Administrator
- Clallam County, Washington (pop. 75,000) - County Administrator
- Clark County, Washington (pop. 471,000) - County Manager
- Coffeyville, Kansas (9,500) - City Manager
- Craig, Colorado (pop. 9,000) - City Manager
- Erie, Colorado (pop. 26,000) - Town Administrator

- Forney, Texas (pop. 19,000) - City Manager
- Freeport, Texas (pop. 12,000) - City Manager
- Fulshear, Texas (pop. 9,500) - City Manager
- Green Cove Springs, Florida (pop. 7,500) - City Manager
- Humble, Texas (pop. 15,000) - City Manager
- Jacksonville, Texas (pop. 14,000) - City Manager
- Jupiter, Florida (pop. 60,000) - Town Manager
- Lawton, Oklahoma (pop. 94,000) - City Manager
- Lebanon, Missouri (pop. 15,000) - City Administrator
- Lockhart, Texas (pop. 13,500) - City Manager
- Marshall, Texas (pop. 24,000) - City Manager
- Murfreesboro, Tennessee (pop. 130,000) - City Manager
- Nixa, Missouri (pop. 21,000) - City Administrator
- Paducah, Kentucky (pop. 25,000) - City Manager
- Pflugerville, Texas (pop. 60,000) - City Manager
- Plant City, Florida (pop. 38,000) - City Manager
- Riverside, Missouri (pop. 3,000) - City Administrator
- Smithville, Missouri (pop. 10,000) - City Administrator
- Springfield, Missouri (pop. 167,000) - City Manager
- Sunnyvale, Texas (pop. 6,500) - Town Manager
- West University Place, Texas (pop. 14,000) - City Manager
- Wethersfield, Connecticut (pop. 26,000) - Town Manager

2017

- Amarillo, Texas (pop. 200,000) - City Manager
- Bastrop, Texas (pop. 8,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Bozeman, Montana (pop. 45,000) - City Manager
- Brenham, Texas (pop. 17,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clute, Texas (pop. 12,000) - City Manager
- Colleyville, Texas (pop. 23,000) - City Manager
- Grandview, Missouri (pop. 26,000) - City Administrator
- Killeen, Texas (pop. 140,000) - City Manager
- Midland, Michigan (pop. 42,000) - City Manager
- Parkville, Missouri (pop. 7,000) - City Administrator
- Saginaw, Texas (pop. 21,000) - City Manager
- San Marcos, Texas (pop. 60,000) - City Manager

- Sealy, Texas (pop. 6,500) - City Manager
- Stephenville, Texas (pop. 20,000) - City Administrator
- Temple, Texas (pop. 75,000) - City Manager
- Topeka, Kansas (pop. 127,000) - City Manager
- Vail, Colorado (pop. 5,000) - Town Manager

2016

- Angleton, Texas (pop. 20,000) - City Manager
- Beavercreek, Ohio (pop. 45,000) - City Manager
- Bethany, Oklahoma (pop. 19,000) - City Manager
- Canadian, Texas (pop. 2,600) - City Manager
- Carrollton, Texas (pop. 130,000) - City Manager
- Clarksville, Indiana (pop. 20,000) - Town Manager
- Craig, Colorado (pop. 9,000) - City Manager
- Davenport, Iowa (pop. 100,000) - City Administrator
- Des Moines, Washington (pop. 30,000) - City Manager
- Elgin, Texas (pop. 10,000) - City Manager
- Gunnison, Colorado (pop. 6,000) - City Manager
- Hot Springs, Arkansas (35,000) - City Manager
- Lake Dallas, Texas (pop. 7,000) - City Manager
- Lake Worth, Texas (pop. 4,500) - City Manager
- Muskegon Heights, Michigan (pop. 11,000) - City Manager
- Northglenn, Colorado (pop. 37,000) - City Manager
- Palestine, Texas (pop. 19,000) - City Manager
- Piney Point Village, Texas (pop. 3,000) - City Administrator
- Port Lavaca, Texas (pop. 12,000) - City Manager
- Spokane Valley, Washington (pop. 95,000) - City Manager
- St. Charles, Missouri (pop. 67,000) - Director of Administration
- Stillwater, Oklahoma (pop. 50,000) - City Manager
- Sweetwater, Texas (pop. 11,000) - City Manager
- Valley Center, Kansas (pop. 7,000) - City Administrator
- Williston, North Dakota (pop. 27,000) - City Administrator

Population number is approximate population at the time the recruitment took place.

Executive Recruitment Clients

Arizona

- Chandler

Arkansas

- Fort Smith
- Hot Springs

Colorado

- Arvada
- Aurora
- Brighton
- Combined Regional Communications Authority (Fremont County)
- Commerce City
- Craig
- Durango
- Englewood
- Erie
- Golden
- Gunnison
- Lamar
- Mountain View Fire Protection District
- Northglenn
- Vail
- Wheat Ridge

Connecticut

- Clinton
- Fairfield
- Hartford
- Manchester
- South Windsor
- Tolland
- Wethersfield

Florida

- Boynton Beach
- Brevard County
- DeLand
- Fernandina Beach
- Fort Lauderdale
- Government Services Group, Inc.
- Green Cove Springs
- Jupiter
- Lakeland
- Lee County
- Nassau County
- North Port
- Ormond Beach
- Palm Coast
- Plant City
- Port St. Lucie
- Sarasota County
- Tamarac
- Winter Haven

Georgia

- Albany
- Covington
- Johns Creek

Indiana

- Clarksville

Iowa

- Ames
- Davenport
- Des Moines Water Works

Kansas

- Coffeyville
- Hutchinson
- Iola
- Johnson County
- Johnson County Park & Recreation District
- Lenexa
- Manhattan
- Mission Hills
- Newton
- Olathe
- Overland Park
- Shawnee
- Topeka
- Wyandotte County/Kansas City Kansas
- Valley Center

Kentucky

- Paducah

Louisiana

- Shreveport

Michigan

- Ann Arbor
- Kalamazoo County Consolidated Dispatch Authority
- Midland
- Muskegon Heights

Minnesota

- Blaine
- Chanhassen

Mississippi

- Hancock County Port & Harbor Commission

Missouri

- Ballwin
- Cameron
- Cape Girardeau
- Grandview
- Joplin
- Lebanon
- Monett
- Nevada Housing Authority
- Nixa
- Parkville
- Riverside
- Sikeston
- Smithville
- Springfield
- St. Charles

Montana

- Bozeman

Nevada

- Clark County
- Las Vegas
- Washoe County

New Mexico

- Farmington
- Four Corners Economic Development Corp.
- Lea County

New York

- Port Chester

North Dakota

- Mountrail-Williams Electric Cooperative
- Williston

Ohio

- Beavercreek
- Franklin County

Oklahoma

- Altus
- Bethany
- Bartlesville
- Broken Arrow
- Chickasha
- Choctaw
- Elk City
- Lawton
- Miami
- Miami Office of Economic Development
- Mustang
- Oklahoma Municipal League
- Owasso
- Stillwater

Oregon

- Clackamas County
- Eugene
- Eugene Springfield Fire
- Lane Regional Air Protection Agency
- Springfield
- Tigard

Pennsylvania

- Kennett Square

Tennessee

- Murfreesboro

Texas

- Abilene
- Addison
- Alamo Heights
- Alice
- Allen
- Alvin
- Amarillo
- Angleton
- Anna
- Argyle
- Arlington
- Atlanta
- Austin
- Azle
- Bastrop
- Bastrop Economic Development Corp.
- Bay City
- Baytown
- BCFS Health & Human Services
- Bedford
- Bellaire
- Belton
- Boerne
- Breckenridge
- Brenham
- Bridgeport
- Brownsville
- Brushy Creek Regional Utility Authority
- Bullard
- Burkburnett
- Burleson
- Canadian
- Canton
- Canyon
- Capital Area of Texas Regional Advisory Council

Texas (cont'd)

- Carrollton
- Castroville
- Cedar Park
- Celina
- Citizens for Progress
- Cleveland
- Clute
- College Station
- Colleyville
- Colorado River Municipal Water District
- Commerce
- Copperas Cove
- Corpus Christi
- Dallas County
- Denison
- Denison Area Chamber of Commerce
- Denton
- Denton County Fresh Water Supply District 1-A
- DeSoto
- Dickinson
- Duncanville
- El Paso
- El Paso Metropolitan Planning Organization
- Elgin
- Ennis
- Euless
- Fairview
- Farmers Branch
- Farmersville
- Fate
- Ferris
- Flower Mound
- Forney
- Fort Worth
- Freeport
- Fulshear
- Garland
- Georgetown
- Georgetown Chamber of Commerce
- Gonzales
- Gonzales Economic Development Corp.
- Granbury
- Grand Prairie
- Grapevine
- Green Valley Special Utility District
- Greenville
- Harris County ESD No. 48
- Henderson
- Highland Park
- Humble
- Huntsville
- Hutto
- Hutto Community Development Corp.
- HJV Associates
- Irving
- Jacksboro
- Jacksonville
- Jacksonville Economic Development Corp.
- Joshua
- Kaufman
- Kilgore
- Killeen
- Kingsville
- Kyle
- La Porte
- Lago Vista
- Lake Dallas
- Lake Worth
- Lakeway
- Lamesa

Texas (cont'd)

- Lancaster
- League City
- Leander
- Levelland
- Levelland Economic Development Corp.
- Lindale
- Little Elm
- Lockhart
- Longview
- Longview Economic Development Corp.
- Lorena
- Lubbock
- Lufkin
- Marble Falls
- Marshall
- McKinney
- McKinney Economic Development Corp.
- Memorial Villages Police Department
- Messer Rockefeller & Fort
- Midland
- Midlothian Economic Development Corp.
- Mineral Wells
- Missouri City
- Montgomery
- Mount Pleasant
- Mount Pleasant Economic Development Corp.
- MPACT CDC
- Nacogdoches
- Nederland
- New Braunfels
- North Central Texas Council of Governments (NCTCOG)
- North East Texas Regional Mobility Authority
- North Hays County Emergency Services District No. 1
- North Richland Hills
- North Texas Emergency Communications Center (NTECC)
- Odessa
- Orange
- Palestine
- Paris
- Pearland
- Pecos City
- Pflugerville
- Piney Point Village
- Plainview
- Plano
- Port Arthur
- Port Lavaca
- Port Neches
- Portland
- Princeton
- Red Oak
- Reeves County
- Richardson
- Richland Hills
- Riverbend Water District
- Rockwall
- Rockwall Economic Development Corp.
- Round Rock
- Round Rock ISD
- Rowlett
- Royse City
- Royse City Community Development Corp.
- Saginaw
- San Angelo
- San Marcos
- San Marcos/Hays County EMS

Texas (cont'd)

- San Patricio County Economic Development Corp.
- Santa Fe
- Seagoville
- Sealy
- Sherman Economic Development Corp.
- Snyder
- Socorro
- South Padre Island
- Southlake
- Stephenville
- Sunnyvale
- Sweetwater
- Tarrant County 9-1-1 District
- Taylor
- Temple
- Terrell
- Texarkana
- Texas City
- The Colony
- Trophy Club Municipal Utility District
- Tyler
- Upper Brushy Creek Water Control & Improvement District
- Van Alstyne
- Venus
- Victoria
- Waco
- Waxahachie
- Weatherford
- Webster
- West Lake Hills
- West University Place
- Westworth Village
- Wichita Falls
- Willow Park

- Wills Point
- Wilmer
- Yoakum

Virginia

- Orange County

Washington

- Bainbridge Island
- Bellevue
- Blaine
- Burien
- Clallam County
- Clark County
- Des Moines
- Richland
- Shoreline
- Snoqualmie
- Spokane
- Spokane Regional Transportation Council
- Spokane Valley
- Whitworth Water District #2

Wyoming

- Campbell County
- Casper



CITY MANAGER

CITY OF MIAMI, OKLAHOMA

EXECUTIVE SEARCH PROVIDED BY STRATEGIC GOVERNMENT RESOURCES



THE COMMUNITY

The City of Miami, the “Gateway” to Oklahoma, is in the northeast corner of the state at the confluence of the Neosho and Spring rivers. Miami is located along Interstate 44, about an hour drive to the Tulsa International airport. The City of Miami is the county seat for Ottawa County and has a current population of 13,758 within its 9.8 square-miles.

The City takes its name from the Miami Native American Indian Tribe and is pronounced “My-am-uh.” Nine Native American tribes are located in or near Miami, including the Quapaw, Wyandotte, Modoc, Miami, Seneca-Cayuga, Ottawa, Eastern Shawnee, Peoria, and Shawnee. The Inter-Tribal Council, Inc. is in Miami and was formed in 1966 to represent the interests of American Indian residents in a seven-county area.

Miami is recognized for its Native American traditions, historic Route 66, which runs through its downtown, unique entertainment opportunities, and extensive recreational amenities along the foothills of the Ozark Mountains. In 1929 the Coleman Theatre, a vaudeville theatre and movie palace, opened to a full house of 1,600 and is currently on the National Register of Historic Places. Today, the theatre hosts ballet, theatre performances, receptions, conferences, and silent movies in the newly restored facility. Many other Miami buildings are on the National Register of Historic Places as well. Miami’s original thirteen-foot section of Route 66, constructed in the 1920s, is one of two sections of the original road remaining intact. Historic Route 66 is Main Street through Miami, and many of the buildings in downtown are originals from the early 1900s. Thousands of visitors from around the world pass through Miami each year travelling Route 66.

The Pensacola Dam was constructed in 1940 across the Neosho River at the Grand River Valley. This hydroelectric dam created Grand Lake o’ the Cherokees, offering recreational activities for residents and tourists. Grand Lake has a surface area of 46,500 acres and 1,300 miles of shoreline and is consistently ranked amongst the top bass fishing lakes in the country. The Neosho River is ideal for canoeing, kayaking, rafting, and great fishing. Every spring, anglers line up elbow-to-elbow along the banks of the Neosho for a chance to snag the prehistoric Paddlefish (or “Spoonbill” to the locals).

THE COMMUNITY — CONTINUED

Miami has a strong commitment to providing an excellent quality of life, with over 354 acres in parks and Oklahoma's largest municipal swimming pool. Outdoor activities include Rodeo Miami, the American Cowboys Rodeo Association (ACRA) National Rodeo of the Year, NEO's High School Basketball Tournament (the world's largest), the Oklahoma 8-Man Football All Star Game, and the Ottawa County Free Fair. The local tribes hold their respective Pow Wows each year. The City Manager must understand the unique diversity of the community and have an appreciation for how cultural differences in the community contribute to quality of life.

The City of Miami partnered with the Miami Arts & Humanities Council in 2016 to create the 66 Cultural District in downtown Miami. This was made possible by a Cultural District Development Grant from the Oklahoma Arts Council. The 66 Cultural District now includes 18 murals and the Route 66 Art Park. Muralfest is an annual community event that is held each April in the 66 Cultural District. The new City Manager should have an understanding of how the cultural resources of the community contribute to the economic development and redevelopment efforts of the city and work to foster those resources as part of the City's strategic plan for arts and culture.

Current major employers include Integris Hospital; Umicore, which manufactures electro-optic materials for solar power; 3M which produces boron for use in semiconductors; Thermo Fisher Scientific; and Hopkins Manufacturing, which supplies aftermarket automotive products to 75,000 distributors and retailers. Tourism is significant for Miami by virtue of 10 Indian gaming facilities and Grand Lake o' the Cherokees.

The Miami Public School system educates approximately 2,297 students, with 134 certified staff members. Miami has nine primary and secondary facilities and has received accreditation by the State of Oklahoma. For those seeking higher education opportunities, Miami is home to Northeastern Oklahoma A&M College—one of the fastest growing two-year colleges in the nation. NEO offers associate degrees in arts, science, and applied science as well as one and two-year certificate programs. The college also collaborates with area universities to offer select bachelor's degrees at the college.

The City of Miami and NEO collaborated in 2014 on a \$8.8 million expansion of the campus football stadium, which is utilized for college and high school sports and as a regional event center. The expansion doubled the seating capacity, with seven sky boxes added as well. Utility infrastructure improvements over the next three years are set to include \$7 million in water and sewer improvements and \$8 million in electric improvements. The improvements are the largest utility infrastructure improvements done by the City of Miami.

The City of Miami is a Certified Healthy Oklahoma Business and a Certified Healthy Oklahoma Community. The median income is \$35,566, and the median age is 34.



GOVERNANCE AND ORGANIZATION

MISSION STATEMENT

The City of Miami is committed to providing public services that meet or exceed the expectations of the community and its stakeholders.

In doing so, we will provide strong, fair, and ethical leadership that sets a positive example for all members of the community to follow.



The City of Miami functions with a council-manager form of government. The Miami City Council is made up of the Mayor, who is elected at-large, and four Council members elected by ward for three-year terms.

The City Council appoints a professional City Manager who is responsible for the day-to-day operation of the City. The City Manager is also the General Manager of Public Utilities. Miami is a full-service city with direct reports to the City Manager's office including Police, Fire, Library, Arts & Culture, Community/Economic Development, Information Technology, Human Resources, Public Utilities, Tourism, Public Works, and Administrative Services. The City Attorney and City Prosecutor report to the City Council.

The City of Miami has 185 full-time employees plus 31 part-time and 59 seasonal employees. The annual operating budget is \$40 million. The City's Standard and Poor's bond rating is A-Stable. The Fire Department operates out of two stations and maintains an ISO rating of 3. The Public Utilities Department has implemented automated refuse collection trucks for residential service.



GOVERNANCE AND ORGANIZATION — CONTINUED

The City adopted the 15-year “Miami’s Commitment to Excellence” comprehensive plan in 2015. The plan is the official statement of long-range goals and strategies affecting the City’s competitiveness, livability, and sustainability and provides goals and strategies for the community’s long-term growth, conservation, and development.

The City of Miami recently completed a \$750,000 splash pad that was partially funded by a grant from the Oklahoma Tourism and Recreation Department. Additional features were purchased by the Miami Rotary Club and Peoria Tribe of Oklahoma.

LEADERSHIP AND INNOVATION

The City’s population has remained steady, but the national economic downturn resulted in a loss of industry. Therefore, economic development to attract a workforce of young professionals is a priority for the next City Manager. Experience facilitating development of affordable middle-class housing and experience overseeing effective infrastructure and facilities maintenance/repair are essential.

Since water levels at Grand Lake are important for the proper operation of the hydroelectric facility, proper coordination upstream to avoid flooding of Miami is vital. The City Manager must be able to manage mitigation and revitalization as a result of flooding and understand how to access state and federal programs that can provide necessary resources. Effective interaction with the responsible state and federal agencies to ensure measures are in place to avoid flooding must be pursued.

IDEAL CANDIDATE

The City Council is expressly interested in maintaining stability for the City Manager position and wants a professional desiring to make Miami their home. The next City Manager will be expected to participate in various aspects of community life, be a visible and approachable figure within the community, and actively communicate the City's efforts to continue improvement with residents and business owners.

The City Manager should also be a strong relationship builder experienced with intergovernmental relations. A solid working relationship must be developed with various groups, including the nine Native American tribes, school and county officials, and the Grand River Dam Authority. The successful candidate will demonstrate a personable, collaborative style with polished communication skills.

Strong financial skills are required. The successful candidate will have demonstrated skills to prioritize a budget, negotiate and manage police and fire union contracts, and maintain a financial accountability system. The chosen candidate will have a proven track record for building a cohesive team among city staff. The City Manager should have demonstrated solid staff development and performance appraisal abilities.



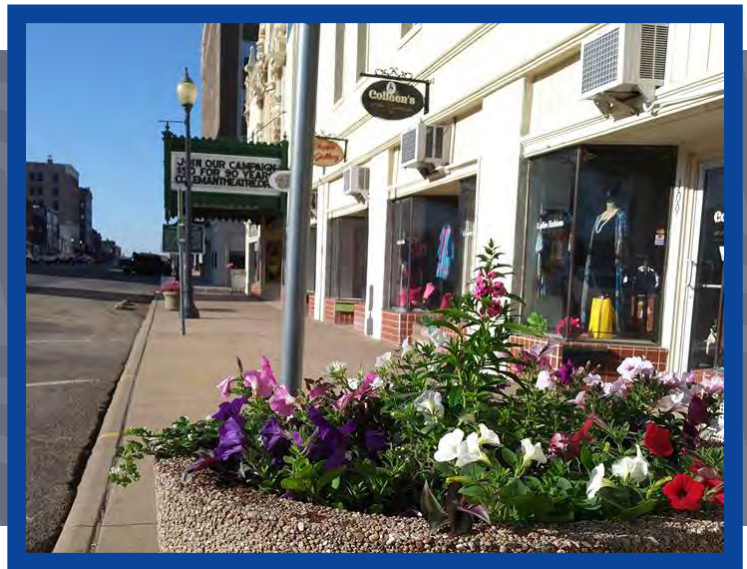
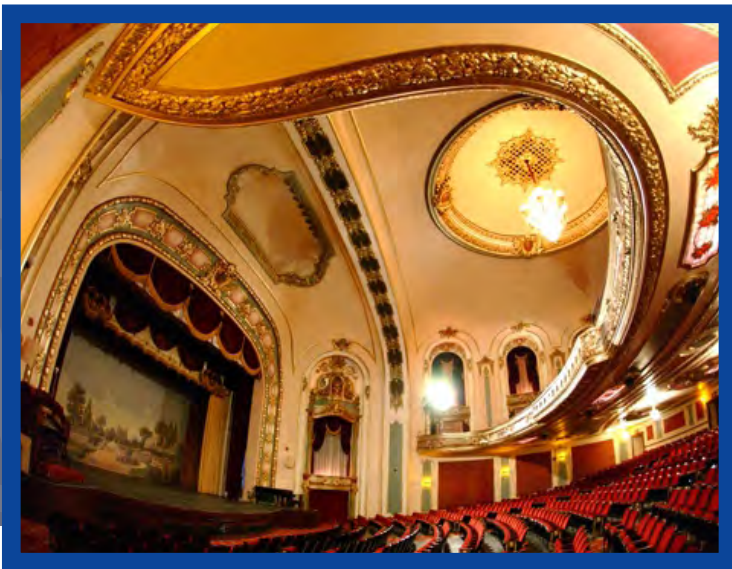


EDUCATION AND EXPERIENCE

The successful candidate will have a bachelor's degree in public administration, business administration, engineering, or a related field, with a minimum of five years of progressively responsible city management or related management experience, as well as budget administration experience. Union contract negotiation and management experience is highly desired. A master's degree in public administration, business administration, or JD in law is preferred. Water, sewer, and electric utility experience is a plus.

COMPENSATION AND BENEFITS

The starting salary will be in the \$100,000 to \$120,000 range, depending on qualifications and experience. The City will provide deferred compensation at 12% of salary as well as a car allowance. A generous range of leave and insurance benefits is also provided. Reasonable relocation expenses will be reimbursed.





APPLICATION PROCESS

Please apply online at: <http://bit.ly/SGROpenRecruitments>

For more information on this position contact:

Larry Gilley, Sr. Vice President
Strategic Government Resources
LarryGilley@GovernmentResource.com
325-660-4208

This position is open until filled. To view the status of this position, please visit:
<http://bit.ly/SGROpenRecruitments>

The City of Miami is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.



RESOURCES

City of Miami
www.miamiokla.net

Miami Regional Chamber of Commerce
www.miamiokchamber.com

Miami Area Convention and Visitors Bureau
www.visitmiamiok.com

The Miami News Record
www.miamiok.com

Miami Public Schools
www.miami.k12.ok.us

Coleman Theatre
www.colemantheatre.org

Follow Us





CITY OF LAWTON, OKLAHOMA

City Manager



The Community

The City of Lawton, Oklahoma, founded in 1901, is the fifth largest city in Oklahoma and the county seat of Comanche County, in Southwest Oklahoma.

Lawton is located approximately 90 miles southwest of Oklahoma City along Interstate 44. Fort Sill, an active U.S. Army installation, is on the City's north side and is within the city limits as the result of annexation in the 1990s.

Comanche County is home to more than 122,000 residents as of 2017, with Lawton accounting for 94,000 of the countywide population—smaller cities and towns including Cache, Chattanooga, Elgin, Faxon, Fletcher, Geronimo, Indianola, Medicine Park, and Sterling make up the remainder. The broader Lawton metropolitan statistical area comprises both Comanche County and Cotton County to the south. To the northwest of Lawton, popular recreational attractions include the Wichita Mountains National Wildlife Refuge and Mount Scott, which is the region's most prominent geological feature, rising to 2,464 feet.

The mean temperature for the Lawton area is 61.5 degrees. The percentage of sunshine in Lawton ranges from an average of about 60 percent in the winter to nearly 80 percent in the summer, providing a long growing season of 215 days. The July high is around 95 degrees. Summers are generally warm with 95 days of 90 degrees or higher. The winter months are typically mild with an average low temperature in January of 27 degrees. Annual precipitation ranges from about 30 inches in western Comanche County to 33 inches in the east, slightly less than the U.S. average of 39 inches. Annual snowfall averages 3.6 inches while the average U.S. city gets 26 inches of snow per year.

Lawton remains a low cost-of-living city relative to both the nation and Oklahoma. Overall living costs are about 12 percent below the U.S. city average and slightly below both Oklahoma City and Tulsa. Housing, utilities, and groceries provide a very affordable cost of living in Lawton.

MISSION STATEMENT

Providing efficient, effective, and responsive services. Promoting a quality of life based on harmony and cooperation.

Creating leadership and opportunity for Southwest Oklahoma.



The Community, continued

Recreation can be found at the City's many parks, lakes, museums, and festivals. Museums include the Fort Sill National Historic Museums, Comanche National Museum and Cultural Center, Museum of the Great Plains, and the U.S. Field Artillery Museum. Lawton's many other cultural oriented organizations include Lawton Community Theatre, Southwest Oklahoma Dance Alliance, Lawton Philharmonic Orchestra, and the Lawton City Ballet. The Wichita Mountains Wildlife Refuge consists of 59,000 acres of natural grasslands that provide habitat for bison, elk, deer, and longhorn. Over 22,000 acres are open to the public and provide many opportunities for water sports, hunting, hiking, sailing, fishing, and camping. The City also offers two golf courses, a municipal operated pool, the YMCA, and numerous beautiful parks. Lawton hosts many popular annual special events including The Holy City of the Wichitas Easter Pageant, the Arts for All Festival in May, Juneteenth Celebration, International Festival in September, and the Armed Forces Parade.

The Lawton Public School District is a 5A/6A school district that serves 15,600 students through two pre-K schools, twenty-four elementary schools, four middle schools, one alternative high school, and three high schools. Lawton also offers two privately operated schools, Lawton Christian School and Trinity Baptist Academy. Lawton is home to Cameron University, which is the largest university in southwest Oklahoma and offers associate, baccalaureate and master's degrees in more than 50 degree programs. Platt College, Great Plains Technology Center, and Comanche Nation College provide additional educational opportunities.

City Organization

The City of Lawton is a council-manager form of local government. The City Council is comprised of one mayor, eight ward representatives, and a Fort Sill liaison. The Mayor and all eight Council members are elected officials and serve 3-year terms. The Council approves all ordinances, resolutions, and contracts including but not limited to property sales, acquisitions, and leases, as well as major purchases of materials, equipment, and services required by the City of Lawton. With the advice and assistance of the City Manager, the Council reviews proposals for community needs, initiates action for new programs, and determines the ability of the City to provide financing for City activities. The Council is responsible for approval of the annual operating budget as well. The City Council appoints the positions of City Manager, City Clerk, City Attorney, and Municipal Judge. Lawton City Council meetings are held the second and fourth Tuesdays of each month at City Hall.

The City of Lawton is comprised of a dozen major departments and more than 40 divisions.

City Manager's Office

The City Manager is appointed by the Lawton City Council to serve as chief administrative officer. In-office support staff includes the Assistant City Manager, the Community Relations Director, the Internal Auditor, and two administrative assistants. These public servants aid in the endeavors of the City Manager to gather data and information to support the policy-making needs of the City Council while implementing administrative policies, overseeing fiscal management, promoting community coordination, encouraging interagency collaboration, and managing day-to-day operations.

City offices recently moved into an historic high school building with expansive hallways and offices, as well as a city council chambers in the former auditorium. Significant unoccupied space remains for future expansion in the building.

Leadership and Innovation

The new City Manager will be tasked with identifying new revenue streams to help the City continue to address growth and development needs and make needed infrastructure improvements. Because municipalities in Oklahoma derive revenue from sales tax, utility fees and charges, and user fees, generating revenue is an ongoing challenge for the City. Property taxes are only levied to service bonded indebtedness for capital improvements. Due to the Fort Sill Army Post being adjacent to the City, a large number of retired and disabled veterans live in the area and are exempt from paying sales tax. A migration of Lawton residents to smaller neighboring communities while still working in Lawton is occurring, and a strategy is needed to reverse this trend.

A “business system” approach to managing the City is needed to ensure quality service delivery while controlling costs, along with updated and improved information technology systems for more efficient and cost-effective service delivery.

Ideal Candidate

The City of Lawton seeks an innovative leader with a passion for public service to serve as its new City Manager. The ideal candidate will be an honest, ethical, highly dedicated and hard-working municipal professional recognized for successfully guiding growing cities to the next performance level. The chosen candidate will be committed to transparency, community engagement, responsiveness, and providing cost-effective services and exceptional customer service.

The new City Manager will be a strong personnel manager encouraging a high performance culture with an experienced management team, supporting a strong functioning employee group. The chosen candidate must be an approachable people-person with a calm demeanor and ability to build trust at all levels within the organization. The selected individual will be a skilled communicator who can balance the needs of the City Council members and provide complex information to the City Council in layman's terms. Exceptional interpersonal skills are essential.

A conservative budget manager with excellent strategic planning skills, the chosen candidate will have a track record of improving service delivery while keeping costs down. The next City Manager will be experienced in planning, zoning, and building rules to ensure a future of sustainable growth for Lawton. A candidate who is responsive to citizens and who can address sensitive issues with tact and diplomacy is strongly desired.



Education and Experience

The selected candidate must hold a bachelor's degree in public administration, business administration, political science, or a closely related field and must have a minimum of ten years of progressively responsible experience in a city manager's office in the management and administration of a municipal government. Experience with public safety union negotiations, information technology, water/sewer utility operations and improvements, industrial development focused on manufacturing, TIF districts, and solid waste recycling is preferred. A master's degree in public administration, business administration, organizational leadership, or a closely related area is preferred but not required. Knowledge of military installation operations relative to a municipality, is a plus. An equivalent combination of education and experience that provides the requisite knowledge and skills will be considered.

Compensation and Benefits

The starting salary range for this position is \$140,000 to \$160,000, depending on qualifications and experience. The City provides a full range of benefits including health, dental, and vision insurance, a 401k retirement plan, paid vacation and sick leave, and use of a city vehicle.

Application Process

Please apply online at: <http://bit.ly/SGRCurrentSearches>

For more information on this position contact:

Gary Holland, Senior Vice President

Strategic Government Resources

GaryHolland@governmentresource.com

405-269-3445

This position is open until filled. To view the status of this position, please visit: <http://bit.ly/SGRCurrentSearches>

The City of Lawton is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

RESOURCES

City of Lawton
lawtonok.gov

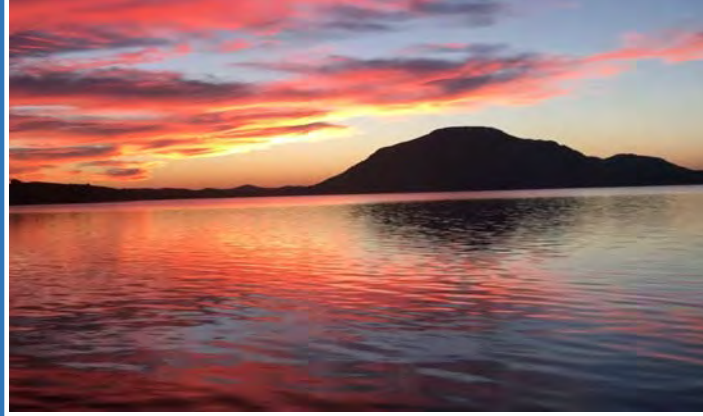
Lawton Proud
lawtonproud.com

**Lawton Fort Sill
Chamber of Commerce**
lawtonfortsillchamber.com

Lawton Public Schools
lawtonps.org

The Lawton Constitution
swoknews.com

KSWO
kswo.com





March 25, 2021

CITY OF CHICKASHA, OKLAHOMA

Recruitment for City Manager

STATEMENT OF QUALIFICATIONS

March 25, 2021

Mayor Chris Mosley and City Council Members
City of Chickasha
117 N. 4th Street
Chickasha, TX 73018

Dear Mayor Mosley and Council Members:

It is a pleasure for Chris Hartung Consulting, LLC to submit to you this proposed work plan and supporting information outlining our approach to assisting the City of Chickasha in the recruitment and selection of a new City Manager. We are excited about the opportunity to be a part of the process of finding a truly outstanding professional who can participate as a member of the City's leadership team in partnership with the City Council. This work plan has been prepared based upon our previous experience with the City, our understanding of the search process specifically involving city executives, our experience in similar searches and Chris Hartung's over twenty years of experience in city management. We fully understand the importance of this decision to the City of Chickasha.

Chris Hartung has over twenty-five years' experience as the owner of a firm or lead consultant engaged in a wide variety of public sector executive search assignments for cities in Texas and the Southwest. Chris Hartung Consulting, LLC was founded in July 2009 as a sole proprietorship owned by G. Chris Hartung. The firm is a successor to Hartung and Associates, a firm which Chris Hartung operated from January 1988 until October 1997. From 1997 until July of 2009, Chris Hartung was a lead consultant for a national executive search firm. Chris Hartung Consulting was transitioned to an LLC in December 2012. The purpose of Chris Hartung Consulting, LLC is to strengthen local government through the provision of effective training, organizational development, executive recruitment and selection, and cost-effective consulting services.

This work plan involves a partnership between the consultant and the City Council in an effort to take advantage of the skills and abilities of both, while keeping the cost as low as possible. Chris Hartung has experience recruiting for a wide variety of positions in local governments. A list of client references for similar City Manager recruitments is attached to this proposal.

Chris Hartung is the authorized representative of the firm and will be the lead consultant for this project. He will handle all the client contact, candidate solicitation and reference calls involved in completing the recruitment. We have sufficient resources in personnel, equipment and time to conduct this project and are prepared to begin the recruitment immediately after notification to begin. Since August of 2009, Chris Hartung Consulting, LLC has established a record of successful completion of similar projects for a variety of clients. We welcome the City to contact any of the clients listed in this proposal.

The philosophy of Chris Hartung Consulting, LLC regarding filling key executive positions in local government is based upon the belief that the best (and maybe only) predictor of success in a position is past success in the same or a similar position. With this principle in mind, our approach to an executive search assignment is to begin the process by developing a current and accurate description of the background, qualifications, personal characteristics and initial priorities for the position. The balance of the assignment is focused on developing a pool of candidates meeting the profile through an aggressive solicitation and screening process that is intended to result in a final group of highly qualified candidates meeting the profile for the client to interview. During the engagement, Chris Hartung Consulting, LLC will guide the City Council with advice at key decision points and by providing logistical support through the handling of applicant communications.

Chris Hartung Consulting, LLC is dedicated to conducting executive search assignments in accordance with the spirit and the intent of equal opportunity laws and regulations. We are proud of the record we have established in being able to recruit and refer candidates from protected classes including women and minority applicants.

I will be happy to discuss this work plan and answer any questions at your convenience. Please call me at 469-321-2180 or e-mail at chris@chcpublicsectorsolutions.com.

Sincerely,

G. Chris Hartung
Owner/President

PROPOSED WORK PLAN

Recruitment and Selection of a New City Manager for the City of Chickasha, Oklahoma

SCOPE OF THE PROJECT

The City of Chickasha with a population of 16,000 is located southwest of Oklahoma City. Chickasha is the County seat of Grady County. Chickasha is home to the University of Science and Arts of Oklahoma. The city is named for, and strongly connected to Native American heritage as Chickasha is the Choctaw word for Chickasaw. The City operates as a Council-City Manager form of government. The City Council is composed of a Mayor and eight (8) Councilmembers. The City Council is currently considering contracting with an executive recruiting firm to assist the City in the recruitment and selection of the next City Manager. We understand the City will be seeking an experienced public management professional who can assist the City Council achieve the City's vision for the community. This work plan has been developed to utilize the expertise and background of the consultant in partnership with the City Council. The goal of Chris Hartung Consulting, LLC is a search engagement which will give the City Council 'Peace of Mind' throughout the process.

TASK ONE: DEVELOPMENT OF THE PROFILE AND ADVERTISING STRATEGY

Chris Hartung Consulting, LLC conducts executive search assignments based upon the belief that the best predictor of success in a position is past success in the same or a similar position. Therefore, the process that follows is intended to describe the requirements of the position accurately and then to generate a pool of candidates who have accomplishments and experiences in areas of interest to the City Council.

When authorized to begin this project, the Consultant will coordinate with the City Council to schedule meetings with the Council Members and others as directed by the City Council, to discuss the background, qualifications and personal characteristics which would make someone a truly outstanding candidate for this position. The Consultant will gather information about immediate issues that will confront the new City Manager during the first twelve to twenty-four months of employment. If desired by the City Council, the Consultant will interview other key stakeholders including city personnel and/or members of the community to gather additional perspectives on the position. During the initial discussions regarding this engagement, the Consultant will also gather information from the City staff to be used in the development of a community profile to be included with the advertising piece to be developed for this recruitment.

We realize that often the decision to apply for a municipal executive position is a family decision as much as it is a career decision. For that reason, we will promote the Chickasha position as not only a good career opportunity, but also promote the area as a great place to live. Because of our previous experience with the City of Chickasha, we believe we are in a good position to be a strong advocate for this position.

The Consultant will ask the City to designate one person to be the Project Coordinator and the primary contact for this recruitment. In addition, the Consultant will present an updated schedule for this assignment and will get concurrence from the City Council for the schedule.

Following the initial stakeholder interviews, the Consultant will develop a profile describing the ideal candidate background as well as the priority issues which will face the new executive during the first twelve to twenty-four months of employment. This profile will be submitted to the Mayor and City Council for review and approval before its use in Task Two. Once the City has approved a profile, the Consultant will prepare a brochure based upon the profile to be used as an advertising piece during Task Two. The completed brochure will include instructions to interested parties indicating that they should forward their resume and other information directly to the Consultant. A sample brochure from the Bastrop recruitment is attached to this proposal.

As part of Task One, the consultant will also advise the City Council regarding the placement of ads in various

professional organization job posting web sites and/or journals as mutually agreed to by the Consultant and the City. This assistance will include the development and placement of ad copy for this position. Typical ad placements for the position of City Manager include the job boards of various professional organizations such as the Oklahoma League of Municipalities and the International City/County Management Association.

TASK TWO: RECRUITMENT OF OUTSTANDING CANDIDATES FOR THE POSITION

Following completion of Task One and placement of the advertising, the Consultant will undertake a process of contacting, directly by telephone and electronically, individuals in city management as well as local government officials, consultants, and others with knowledge of local government to identify potential candidates for the position. Our experience in similar searches of this kind has shown us that often the best qualified candidates are not in the active job market and may not respond to traditional advertising approaches or to spam e-mails. The Consultant will focus his efforts on personal outreach and extensively circulating the brochure developed during Task One. Throughout this effort, the Consultant will actively promote this position as a good career and family opportunity.

The Consultant will acknowledge receipt of all resumes to the applicants and will prepare a master list of applicants for this position. It is recommended that the position be posted by the City as “Open until filled”, so that resumes which come in after the first review date can be considered.

TASK THREE: INITIAL SCREENING OF THE APPLICANT POOL

Following the first review date, the Consultant will begin the screening process. Initially, applicant information will be reviewed to allow the Consultant to eliminate candidates whose information does not indicate the background and qualifications desired by the City as described in the profile developed in Task One. The Consultant will identify candidates who appear to meet the minimum qualifications and experience desired by the City. A questionnaire will be submitted to these candidates seeking additional information about the applicant's background and accomplishments in several specific areas of importance to the City of Chickasha as described in the profile developed in Task One.

Once the questionnaires have been completed and returned to CHC, it is anticipated that the Consultant will meet with the City Council to discuss the pool of candidates for the position. The objective of this discussion will be to identify a group of six to ten candidates for the Consultant to invite to participate in a video interview and a telephone interview with the Consultant. Chris Hartung Consulting, LLC is proud to be able to make available video interviewing through Interviewstream. (See information on page 3.) The video interviews will be designed to provide the Consultant and the Client with additional information about these applicants' experiences and accomplishments as well as provide an opportunity to see and hear their responses to the questions. The City Council will be provided with a link to the Interviewstream website which will provide access to the video interviews at the convenience of the reviewer.

The Consultant telephone interviews are intended to provide the Consultant with additional information about the candidates to allow the development of a recommendation to the City Council for a group of four to six candidates to be designated as finalists who will be scheduled for interviews with the City Council in Chickasha. During this Task, the Consultant will conduct an Internet search for information published about any of the potential finalists.

As a final step in this Task, the Consultant will meet with the City Council to discuss the results of the initial screening of the candidates and the video interviews. The objectives of this meeting will be to identify the finalists to be interviewed by the City Council and to develop a schedule for the final interview process. With concurrence of the City, the Consultant will move forward to Task Four, Gathering of Reference Information.

Chris Hartung Consulting - InterviewStream Partnership

Client Situation

The City of Chickasha recognizes the importance of recruiting high-caliber professionals who are committed to quality work and ethical values. The Chris Hartung Consulting/InterviewStream proposed solutions will help you in your recruitment efforts while providing significant cost savings.

Overview

InterviewStream, Inc. is the original provider of pre-recorded and live video interviewing solutions. The firm's product suite of proprietary online technology provides video interview solutions to hundreds of businesses, colleges and universities, executive search firms, staffing firms, and the world's leading global career transition firm.

InterviewStream offers a range of 100% web-based solutions that can help your organization be more efficient in saving time and resources while quickly realizing a return on investment. Organizations can realize significant value in using pre-recorded, live and the internal mobility video interviewing platform. Use of these tools can assist organizations currently exploring opportunities to increase efficiencies and effectiveness within their hiring and related recruiting functions.

Partner with the Best

InterviewStream offers unmatched flexibility with pre-recorded and live video interviewing suite of tools and a proven track record with over 5,000,000 accessible users in 120 countries and eight (8) languages. An adaptable mobile app strategy truly affords InterviewStream clients with flexibility to react quickly and interview select candidates anytime, anywhere.

The bottom line? There is no competing provider that can match the flexibility, simplicity, and level of scalability that our system can offer. InterviewStream is the only provider to cover the entire interview cycle – from practice to employment.

Interview Anytime, Anywhere

No matter where your applicants are in the world or what browser or operating system you or they use - InterviewStream's expansive product suite will work for you! Our systems function independently or with other applicant tracking, recruiting, and career management systems. Above all, it's 100% web-based and can be accessed from any internet-connected computer and tablet.

TASK FOUR: GATHERING OF REFERENCE INFORMATION

Upon completion of Task Three, the Consultant will obtain a release from this group of finalists, allowing him to contact references and to gather information about his/her background including education verification in accordance with the federal Fair Credit Reporting Act (FCRA). The candidates will also be given information about the schedule for interviews in Chickasha. The main effort in Task Four will be to contact named and unnamed references to gather information about what others think about the work experience and accomplishments of the potential finalists. The Consultant will request at least ten named references from the candidates and will contact at least seven of them. We will also contact other individuals familiar with the candidates' work experience but not named as references as well. Because we consider the reference calls a vital part of the screening process, Chris Hartung will personally contact these individuals. This task will not be delegated to support personnel.

In addition, if authorized by the City, the Consultant will investigate social media, court records, driver license, and educational clearinghouses to determine if there are any problems in these areas of a candidate's background that the City Council should be aware of. If negative information is discovered during this Task, the City Council will be informed as soon as possible.

TASK FIVE: FINAL INTERVIEW PROCESS AND COMPLETION OF SEARCH

As part of the base fee, the Consultant will be available to assist the City Council as needed in the preparation and conduct of the final interviews for this position in Chickasha. The Consultant will notify finalists about the schedule and other details of the interview process. Candidate travel expenses are the responsibility of the City.

The Consultant will prepare a binder containing information on the finalists for this position for the City Councilmembers. This information will be sent to the City several days prior to the interviews. The information included in the Final Book will include the resumes and other information provided by the candidates, the questionnaire completed by the finalists, the interview notes from the Consultant's interview with the finalists as well as the written reference notes. (Reference notes are typically only provided to the hiring authority and those in the hiring chain, but not to potential peers, subordinates or outside panel members.) The Final Books will also include a set of suggested interview questions for the City Council. The Consultant will be available to attend the final interviews, not to participate in the questioning of candidates, but to assist the City Council and facilitate discussion if desired.

Following completion of the interviews for a position, the Consultant will also be available to assist in negotiations of a salary and benefit offer and/or employment agreement with the selected candidate.

GUARANTEE

CHC is offering a three-way guarantee to the City of Chickasha if selected to conduct the search as outlined in this work plan. (1) If for some reason, the City is not able to appoint a candidate following the initial group of interviews for a position, the Consultant will work to develop an additional group of finalists for the position for the City Council to consider. CHC will stay with the process until an appointment is made for the basic fee outlined in the proposal dated March 25, 2021. (2) CHC also commits to not solicit any selected candidate for other search assignments during his/her tenure with the City of Chickasha. (3) If the candidate selected as a result of this contract is terminated or resigns within twelve months of appointment, CHC will conduct a new search to fill the position for no additional fee, but only with the reimbursement of out-of pocket expenses.

PROPOSED FEE AND EXPENSES

The fee for professional services to conduct the recruitment engagement as described in this proposal is \$18,000, plus reimbursement for out-of-pocket expenses. Reimbursement for out-of-pocket expenses typically includes the direct cost for advertising, printing, postage/shipping, consultant mileage and travel expenses, and third-party background research, but does not include costs for candidate travel which are handled directly by the City. The fee includes up to six trips to Chickasha during the search process including the final interview sessions. If additional trips or additional services beyond the scope of this proposal are requested by the City, an additional fee may be requested. The fee for professional services is due and payable according to the following schedule: \$4000 due at completion of Task One, \$3000 at completion of Task Two, \$2000 at completion of questionnaires in Task Three, \$2000 at completion of Task Three, \$3000 at Completion of Task Four, \$2000 at submission of the finalist binders prior to the interviews in Task Five, and \$2000 when the search is finalized, and the appointment is made. Expenses will be billed as incurred. Payments should be sent to Chris Hartung Consulting, LLC, P.O. Box 434, Bedford, Texas 76095. We will be happy to contract for a total cost of fees and expenses not to exceed \$23,000.00 for the scope outlined in this proposal.

G. CHRIS HARTUNG

Owner/President of Chris Hartung Consulting, LLC

Chris Hartung is the Owner and President of Chris Hartung Consulting, LLC. Chris has over twenty-five years of public sector consulting experience in the areas of executive search, compensation, classification and other management consulting projects. He also has 20 years of experience as a manager in city government, including service as Director of Finance, Assistant City Manager, and City Manager in full service municipalities with populations ranging from 15,000 to 160,000. He served for eight (8) years as City Manager of Denton, TX and for seven (7) years as Assistant City Manager for the City of Garland, Texas. Chris is proud of the fact that both Garland and Denton developed reputations for being able to recruit and maintain highly qualified professional staff members.

Chris has conducted management-consulting assignments in a number of areas including compensation planning and implementation, strategic planning, organizational staffing, total quality management, and executive recruitment. His executive recruitment assignments have included chief executive officer, city manager, city attorney, assistant city manager, fire chief, director of parks and recreation, director of public works, and other key executive positions. He has written and presented training in a number of subject areas including recruitment and selection of key employees, effective performance evaluation, leadership and management skills, and customer relations in a public-sector environment. Chris authored an article on local government budgeting in hard times which was published by the Texas Municipal League in the May 2010 issue of its magazine *Texas Town & City* and an article on the job interview which was published in the November 2011 issue of *Public Management*, the magazine of the International City/County Management Association. In 2013, he authored an article on the history of Zero Base Budgeting in Garland, Texas which was published by the Government Finance Officers Association.

PROFESSIONAL ACCOMPLISHMENTS AND EDUCATION

Chris received his bachelor's degree in government from Southern Methodist University in Dallas and his master's degree in public administration from the University of North Texas in Denton. He has conducted lectures and seminars for Texas A&M University, the University of Texas at Austin, the University of Texas at Arlington, and the University of North Texas. Chris is on the faculties of the Bill Blackwood Law Enforcement Management Institute of Texas (LEMIT) hosted by Texas Woman's University and the Certified Public Manager Program (CPM) sponsored by Texas State University and conducted in Arlington, Texas. He has also served as a graduate adjunct in Public Administration at the University of North Texas.

CLIENT REFERENCES

Client and Contact

Search Engagements

City of Lago Vista, Texas
Dale Mitchell, Former Mayor
(512) 529-7211

City Manager

City of Woodway, Texas
Bob Howard, Mayor
(254) 717-3069

City Manager

City of Del Rio, Texas
Bruno Lozano, Mayor
(830) 765-6880

City Manager

City of Bastrop, Texas
Connie Schroeder, Mayor
(512) 718-7843

City Manager

Chris Hartung Partial List Recruitments-City Manager/Administrators (Proprietary and Confidential)

(* indicates current incumbent resulted from CH recruitment)

Abilene, TX	City Manager
Aransas Pass, TX	City Manager (2) *
Athens, TX	City Administrator
Bastrop, TX	City Manager *
Bee Cave, TX	City Manager
Bridgeport, TX	City Administrator (2)
Brownsville, TX	City Manager
Brownwood, TX	City Manager
Canton, TX	City Manager
Chickasha, OK	City Manager (2)
Corinth, TX	City Manager
Dodge City, KS	City Manager
Ennis, TX	City Manager (2)
Fair Oaks Ranch, TX	City Administrator *
Fate, TX	City Manager
Flower Mound, TX	City Manager
Friendswood, TX	City Manager (3)
Gatesville, TX	City Manager
Highland Park, TX	Town Administrator *
Hillsboro, TX	City Manager * (3)
Hobbs, NM	City Manager
Ingleside, TX	City Manager

Jasper, TX	City Manager
Juneau, AK	Borough Manager
Keene, TX	City Manager
Kerrville, TX	City Manager (5) *
Kilgore, TX	City Manager
La Porte, TX	City Manager
Lago Vista, TX	City Manager
Madisonville, TX	City Manager
Midlothian, TX	City Manager
Missouri City, TX	City Manager (2)
Mount Pleasant, TX	City Manager (3)
Paris, TX	City Manager
Pearland, TX	City Manager
Prosper, TX	Town Manager *
Richwood, TX	City Manager *
Sachse, TX	City Manager
San Angelo, TX	City Manager
Sanger, TX	City Manager
Sealy, TX	City Manager
Seguin, TX	City Manager
Taylor, TX	City Manager
Vernon, TX	City Manager *
Weatherford, TX	City Manager
Wimberley, TX	City Administrator
Woodway, TX	City Manager *

City of Chickasha, Oklahoma Tentative Project Schedule

City Manager

The following tentative schedule for the completion of the City Manager search is based on the estimated start date in Mid-April. The schedule allows for an orderly recruitment conducted during the Spring/Summer holiday period. While this represents a reasonable time frame for the project, CHC will work with the City Council to develop a schedule which meets the City's needs. This schedule would allow for the new City Manager to commence work in a August/September 2021 timeframe.

<u>Activity</u>	<u>Due Date</u>
• Preliminary Interviews with Chickasha City Council and other Stakeholders	Week of April 12, 2021
• Draft of Profile to Chickasha	April 19, 2021
• Consensus on profile	April 23, 2021
• Commencement of Recruitment Activities/Materials Published	April 26, 2021
• First Review of Resumes by CHC	May 3, 2021
• Semi-Final Candidates Questionnaire complete and Discussions with the City Council	Week of May 17, 2021
• Semi-Final Candidate Video Interviews Completed by CHC	June 4, 2021
• Recommendations of Finalists to the City Council	Week of June 7, 2021
• Completion of Background Investigation by CHC	June 25, 2021
• Candidate Interview Materials to the City	June 25, 2021 (Tentative)
• Final Interviews in Chickasha	Week of June 28, 2021 (Tentative)
• Offer Extended to Finalist	July 2, 2021
• New City Manager Appointed and Reports to work *	August/September 2021??

This schedule considers holidays taking place during the recruitment schedule (e.g., Memorial Day, July 4th, etc.), which potentially could affect various tasks. Discussions with the City Council during this project are requested to be in private sessions due to confidentiality concerns.

*Date of employment may vary depending upon separation negotiations with Candidate's current employer and desires of the City Council.



*The City Council of Bastrop Texas is seeking an
experienced local government manager
to be the next.....*

City Manager

Welcome to Bastrop, Texas - an original Texas town with a fresh approach to life. A genuine destination where all-inclusive means everyone's invited. From the moment you cross our iconic Old Iron Bridge and step foot on our charming downtown streets, you'll feel welcomed - welcome to it all! It all starts with a stroll down Main Street, followed by an epic outdoor adventure, then mix in some live music and top it off with a mouthwatering meal. And that's just the half of it. We welcome you to make yourself at home, create your next story and enjoy our special brand of Texas hospitality.



The City of Bastrop, the county seat of Bastrop County, is strategically and centrally located at the crossroads of State Highway 71, SH 95, & SH 21 in close proximity to three major metropolitan areas of Texas. Austin is 30 miles west, Houston is two hours southeast and San Antonio is just one-and-a-half hours south. And with the Austin-Bergstrom International Airport (ABIA) less than 30 minutes away, Bastrop is in a premier position for cultural and economic development

Bastrop's historical roots run deep with the number of buildings listed in the National Register of Historic Places earning Bastrop the title "Most Historic Small Town in Texas." A rich harvest of classic Texas folklore and architecture exists today. Originally the site served as a meeting ground for the Tonkawa and other Southwestern Indians before providing a vital Colorado River crossing on the El Camino Real de los Tejas (The King's Highway) the crucial path of commerce between the United States and Mexico at the time.

The City of Bastrop is among the oldest towns in Texas. First settled in 1804 and officially established on June 8, 1832, Bastrop founder Stephen F. Austin named the city for his longtime friend and collaborator, Felipe Enrique Neri, the Baron de Bastrop. The Town played an integral part in the Texas Revolution with three Bastropians signing the Texas Declaration of Independence, several losing their lives at the Alamo, and the town evacuated and was destroyed during the 'Runaway Scrape', when the army of Mexican dictator, Santa Anna, swept through Bastrop.

Nestled on the tranquil banks of the Colorado River, Bastrop's extensive river frontage creates abundant recreational opportunities, perfect for kayaking and canoeing (and a great place to fish!). The El Camino Real Paddling Trail is about six miles long and runs from Fisherman's Park to a take-out point near Tahitian Village. Kayaks, canoes, paddle boards, and tubes can be rented at several local businesses. The Colorado River is host to several events throughout the year, including the Colorado River 100 and the SUP Cup.

One of the State's most beautiful parks, Bastrop State Park, is set among the "Lost Pines", and is great for camping, fishing, biking, hiking, and wildlife viewing. The Park has RV and primitive camping sites and is home to a cluster of rental cabins, built by the Civilian Conservation Corps during the Great Depression and recognized by the U. S. Department of the Interior for their tremendous architectural significance. Canoes and barbeque pits can also be rented. Bastrop's YMCA operates the Park's swimming pool, open from May through September.

There are three golf courses in the Bastrop area: ColoVista Golf Club, Pine Forest Golf Club and the Wolf dancer Golf Club at the Hyatt Lost Pines Resort & Spa. McKinney Roughs Nature Preserve and the Cotton Bowl Speedway are all in the Bastrop area. Circuit of the Americas, a world-class motorsport and entertainment facility that hosts racing, action sports and music, is only a 20-minute drive from Bastrop. The Lower Colorado River Authority (LCRA) owns Lake Bastrop, perfect for swimming, fishing, and boating. In the two sections of the lake park, North Shore and South Shore, cabins, tent and RV camping sites are available.

Bastrop's proximity to Austin makes it easy to take advantage of the abundant recreational and leisure activities offered there, including the new NLand Surf Park -- North America's first surf and wave park -- Formula 1 racing, Austin City Limits, and SXSW.

The Texas Education Agency shows the Bastrop Independent School District (BISD) as Accredited, Met Standard. The Bastrop ISD is rated as average by both Niche and Great Schools. Colorado River Collegiate Academy (CRCA) in Bastrop ISD was one of only 400 that earned all possible Academic Distinctions in 2016. Bastrop High School earned distinctions in social studies and post-secondary readiness while Cedar Creek High

School earned distinctions in science and postsecondary readiness. Bluebonnet Elementary earned distinctions in math and postsecondary readiness, and Cedar Creek Elementary earned distinctions in math and top 25% student progress.

Private schools in the area include Calvary Episcopal School, Lost Pines Renaissance, and Bastrop Montessori. Higher education is available to residents through a number of institutions including Austin Community College (Austin, Round Rock, and Elgin Campuses), The University of Texas-Austin, St. Edward's University, Concordia University, and Huston-Tillotson University in Austin and Texas State University-San Marcos. In addition, Bastrop will soon be home to the Art Institute, opening in late summer, providing a quality, collaborative academic environment for individuals seeking creative careers through higher education. Brought to the "table" by Bastrop's Economic Development Corporation, the Institute provides educational opportunities without increased property taxes.

Medical facilities available to residents include Ascension Seton Hospital, a 40,000 square foot medical facility containing an emergency room, imaging services, eight (8) inpatient beds, 12 treatment rooms, and medical office space for primary and specialty care services; St. David's Emergency Center; Lone Star Circle of Care; Lost Pines Center for Cancer Care; Seton-Smithville Regional Hospital; and Urgent Care.



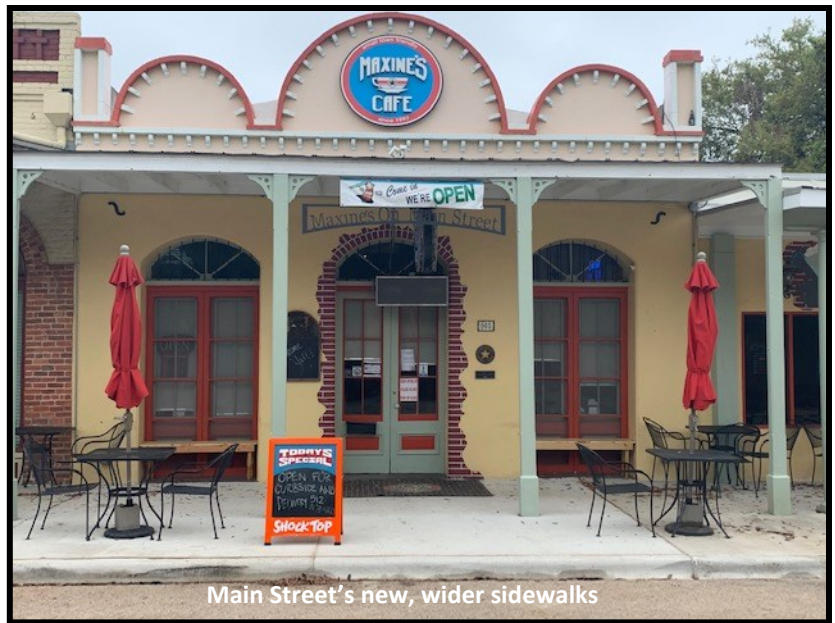
Bastrop Independent School District

Today, this dynamic city is growing. Bastrop proudly preserves its historic past while embracing the challenges of modern-day growth and economic needs. The 2010 census showed the City of Bastrop's population increased 30.93% from the previous census in 2000. It is estimated the City will have grown an additional 30% since 2010 with the projected population for 2020 at 9,383. Austin was named the Number 1 place to live in 2017 by the U.S. News and World Report, which will have a direct impact on the growth that Bastrop will experience throughout the next decade.

Bastrop's economic picture is bright and continues to be a priority for the City. In this regard, Bastrop's hard-working EDC is vital to the City's future by actively promoting and supporting development in the community that offers the people of Bastrop sustainable, meaningful and rewarding employment opportunities, and greater access to desirable goods and services. Recognizing that travel and tourism are one of the fastest-growing economic sectors on the globe, in 2017 the City created Visit Bastrop, a destination marketing organization, to capture some of that business by formulating campaigns to attract conventions, meetings, and events. Visit Bastrop works closely with Hyatt's award-winning Lost Pines Resort toward this goal.

Construction continues on several residential and multi-family developments. Pecan Park is a 222-lot residential development offering new residential homes by David Weekly Homes, Scott Felder Homes, and Pacesetter Homes. Piney Creek Bend is a 244-lot development by KB Homes. Additionally, The Preserve at Hunters Crossing, with 140 units of multi-family development and The Villages at Hunters Crossing, 182 units of multi-family development, have recently opened.

City is proud to be award winning. Bastrop won a Texas Downtown Award in 2018 in recognition of its *Small Business Revolution* campaign where it came in second in the nation. In 2019, Bastrop received a design award for the "Best New Construction" for a project in a city under 50,000 population and an achievement award for "Best Promotional Event" for the *Pop-Up Street Project* which provided a pre-construction opportunity to experience the "new" Main Street after its renovation is completed.



Main Street's new, wider sidewalks



GOVERNANCE:

The City of Bastrop operates under a Home Rule Charter adopted by the citizens in 2001 and last amended in 2016, which establishes a Council/Manager form of government. The City is governed by a City Council composed of a Mayor and five Council Members elected at large. The Mayor and Council Members serve three (3) year terms and are limited to six (6) consecutive years. The City Council appoints the City Manager, Municipal Court Judge and City Attorney. The current City Council Members are:

Mayor - Connie Schroeder is serving in the third year of her first term and will begin her second term in May.

Council Member Place 1 - Willie Lewis "Bill" Peterson is currently serving in his first year of his second term. He previously served on the Council in the past

Council Member Place 2 - Drusilla Rogers is serving the second year of her first term on the Council.

Council Member Place 3 and Mayor Pro-Tem - Lyle Nelson is serving in the third year of his first term and will begin his second term in May.

Council Member Place 4 - Bill Ennis has served on the Council for three years, having completed a year of a vacated unexpired term and two years of his second term.

Council Member Place 5 - Dock Jackson is currently serving in the first year of his first term on the City Council after previously serving on the Council in the past.

Council members are active in the Texas Municipal League, actively pursuing the League's educational opportunities with the intention of increasing their value to the City as its leaders. Currently the Mayor and Mayor Pro-Tem have achieved the annual Certified Municipal Official designation. The Mayor and Councilman Jackson (through his past TML presidency) serve on the TML Board of Directors.

City of Bastrop Vision Statement

"The Vision of the City of Bastrop is to be a welcoming community with a compassion for our diversity, a tapestry of people, arts, and structures; preserving our history and character while embracing progress around our unique environment."

City of Bastrop Mission Statement

"The Mission of the City of Bastrop is to continuously strive to provide innovative and proactive services that enhance our authentic way of life to achieve our vision."

GOVERNANCE: (Cont'd.)

The City Council of Bastrop has made a major commitment to preparing the City for anticipated growth through the adoption of a new Comprehensive Plan, the Building Bastrop Initiative and the adoption of a Five-Year Operational Plan.

In 2016, the Bastrop City Council adopted a Comprehensive Plan that outlines a strategic blueprint for addressing the physical and economic needs of the community. It provides a framework for a managed growth approach to development, while protecting the historic character and natural features unique to Bastrop. The Building Bastrop Initiative is based on the vision set forth in this Comprehensive Plan and was initiated by the most recent Council to prepare the City for future growth. A complete plan document can be found on the City's website at www.cityofbastrop.org.

The City Council from the start of this process was committed to complete transparency and provided a variety of means for the community to be involved in the Building Bastrop Initiative. These efforts have won awards from the Texas Chapter of the American Planning Association. It is important to note that the new development code is based upon form-based code principles.

The Five Year Operational Workplan is organized around nine focus areas which are as follows:

Authentic Bastrop-Maintain and enhance our historic community feel by leveraging the combination of community, cultural, and recreational assets that make Bastrop a special place to live and work.

Communication-Support and enhance open two-way communication between the City and its residents and businesses.

Community Safety-Keep citizens, businesses, and visitors safe.

Economic Vitality-Create sustainability by leveraging infrastructure renewals and investment, enhancing public/private partnerships, and fostering an inclusive and diverse environment that encourages entrepreneurial ventures and tourism.

Fiscal Responsibility-Prepare and manage budget; fiduciary responsibility.

Manage Growth-Plan for and manage growth, development, and redevelopment to maintain Bastrop's authentic feel and character.

Multi-Modal Mobility-Improved mobility for all modes of transit to integrate the community through connectivity.

Organized Excellence-Organize governance; progressive operational policies and procedures; employee and citizen volunteer recognition.

Unique Environment-Continue beautification of natural areas, parks, river, and landscape.

The City Council is very committed to these focus areas which have been designated to help prepare the City for the anticipated growth and will be seeking a City Manager who is able to learn the community and manage this effort successfully.





THE POSITION:

Under the administrative direction of the City Council, the City Manager performs the duties of Chief Administrative Officer in the administration of all services, affairs and programs of the City. He/She provides administrative direction and guidance to City departments; ensures the financial integrity of the City; establishes and monitors internal controls and coordination of City programs; prepares long and short-term strategic plans to meet organizational and developmental needs of the City; and performs duties specified in the City Charter and/or required by City Council.

The City Manager oversees the operations of an organization with a Fiscal 2019-2020 Operating Budget of \$54,781,078. The Hotel-Motel Tax Fund, which accounts for revenues generated by the hotel occupancy tax, has \$3,236,312 in annual revenues which meets the designated expenditures plus debt payments on the Convention and Event Center and related facilities. The City has 150 full time employees, organized into several departments: General Government including Legislative, Organizational, City Manager, City Secretary, Finance, Human Resource, Information Technology, Public Works and Building Maintenance; Public Safety including Police, Fire and Court; Development Services including Planning, Engineering/Building Inspection and Building Inspection; Community Services including Parks and Library; Bastrop Power & Light; Water; and Wastewater. Aqua Water Supply

Corporation supplies drinking water to the unincorporated areas around Bastrop and the City has recently reached an agreement with Aqua for reciprocal emergency connections. Solid waste collection and disposal is provided by a contractor. The City has adopted a 1/2 cent Type B economic development sales tax.

The City of Bastrop is in a very strong financial position, with a bond rating for GO Bonds at AA. The bond rating for Revenue bonds is AA-. For the past seven years the City has prepared a Comprehensive Annual Financial Report (CAFR) meeting Governmental Accounting Standards Board (GASB) requirements. The City has also received the Distinguished Budget Award from GFOA and a Transparency Star from the Texas State Comptroller. Bastrop is an active partner with Elgin and Smithville in the BEST regional organization.

PERSONAL QUALITIES:

In discussing their desired qualities for the next City Manager, City Council Members indicate an interest in a person with strong leadership and interpersonal skills who can assist the Council in maintaining the quality services the City's residents have grown accustomed to, as well as preparing the City for the anticipated growth in the area. He or she should have the ability to build coalitions to accomplish the vision of the City Council, taking care to encourage a consensus that is derived by consideration of all input. The next City Manager should also have the following additional knowledge, skills or abilities:

- An ability to recruit, select, develop, and motivate the City staff to achieve high performance while encouraging and creating a "customer friendly" environment.
- A record of evaluating the effectiveness of municipal operations and personnel while demonstrating effective delegation skills and holding people accountable for results.
- A proven record as a team player who applies personal ethics that reflect honesty and integrity in all relationships to establish an example to staff and citizens.
- A history of being fiscally conservative, with a working knowledge of municipal financial management and experience in preparing a budget of similar size and complexity to the City of Bastrop.
- Knowledge of recent legislative changes that provide challenges to circumstances surrounding municipal budgeting. A proven ability to manage the complexities brought on through issues like Senate Bill 2 is preferable.
- A demonstrated ability to implement ideas by recognizing and involving stakeholders in decision-making.



PERSONAL QUALITIES: (Cont'd.)

- Familiarity with successful economic developmental practices, particularly familiarity with economic development tools authorized for Texas cities including the Type B economic development sales tax. The ability and willingness to develop a solid, collaborative working relationship with the director of the EDC.
- A reputation for being a good listener who is approachable and has an ability to communicate successfully with employees at all levels of the organization.
- An “out of the box” thinker who looks for creative solutions to challenges with collaborative coordination.
- The ability to see the “big picture” and anticipate the future impact of decisions.
- Knowledge of and/or experience with form-based codes is a big plus.

The City Council is seeking candidates who would see the City of Bastrop City Manager position as a great long-term career opportunity and the City as an exceptional place to live, someone who would look forward to becoming an active member of the community.

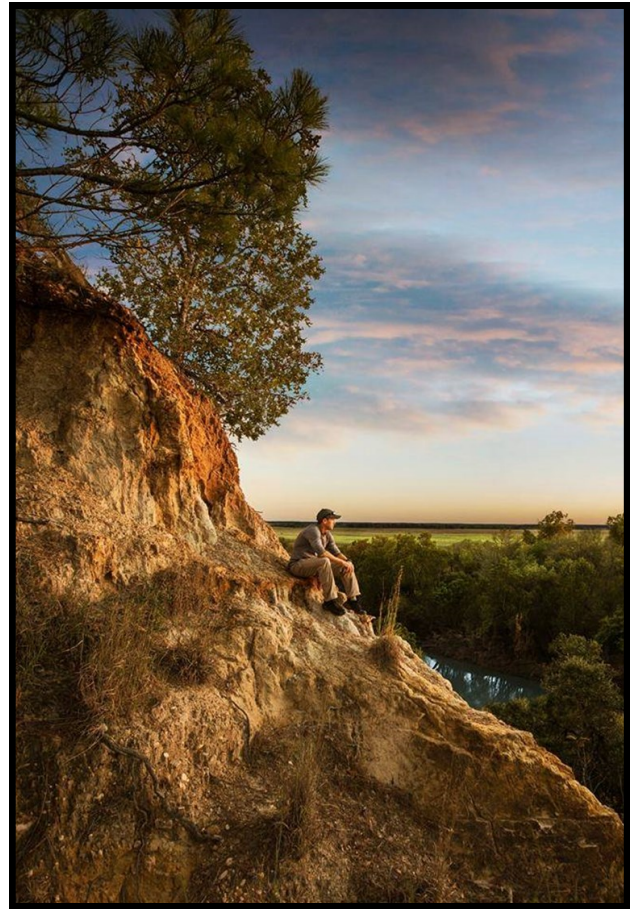
Council Priorities:

The City Council will expect the new City Manager to give priority to the following issues:

Focus Areas - The City Council’s Five Year Operational Workplan is organized around nine focus areas as described above. Their recent evaluation indicated much progress had been made in six of the focus areas - Managed Growth, Community Safety, Economic Vitality, Multi-Modal Mobility, Uniquely Bastrop and Unique Environment. The City Council will expect that the new City Manager become familiar with the Building Bastrop process and the Operational Workplan. They will want the new City Manager to give priority attention to the Communication, Fiscal Responsibility and Organizational Excellence areas. The City Manager should develop a strategy for addressing these areas as well as for continuing the City staff efforts in the other six areas and for reporting progress to the Council through quarterly meetings.

Water and Wastewater System Capital Improvement Program - The City has embarked on a major capital program to bring its water and wastewater systems up to date. This \$60 million capital program will add four new wells and new water treatment and wastewater treatment plants to meet the City’s current and future needs. The City Council will expect the new City Manager to become familiar with this program and ensure the projects are completed on time and within budget.

Main Street Improvements - The Main Street Rehabilitation Project is the first Capital Improvement Project to be built under the Building Bastrop name. This project encompasses sidewalk improvements or additions from Farm to Water Street, along with roadway resurfacing from Spring to Water Street. The upgrades will include the installation of street trees, widening of the walkways, installing new streetlights, and providing a planting strip. The project is underway with project completion set for late summer with landscaping installation occurring in the early fall. Again, the City Council will expect the new City Manager to become familiar with this project and ensure its completion on schedule and budget.



MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university with major coursework in Government, Public Administration, Business, or related field. Ten years of progressively responsible management and administrative experience in a municipal government. Five years of the required experience must have been at a senior executive management level in a full-service city. Master's degree in public administration, business administration or a related field, preferred.

Possession of a valid Class C Texas Driver License with a satisfactory driving record.

Certified Public Manager preferred.

The City Charter requires the City Manager to reside in the City during his/her term in office. If the successful applicant is not a resident of Bastrop at the time of appointment, he/she will need to relocate within a reasonable time.

COMPENSATION:

The competitive compensation package is negotiable depending upon the background and qualifications of the person selected. The City has a generous benefits program including Texas Municipal Retirement System (6% 2:1 match), health and life insurance, paid vacation, education pay, sick leave and holidays.

TO APPLY:

Send an electronic version of your current resume, salary history and a list of ten work-related references with phone numbers to G. Chris Hartung at jobsearch@chcpublicsectorsolutions.com. The first review of candidates will be May 1, 2020. It is anticipated that finalists will be referred to the City Council in late June for interviews in Bastrop.

Applicants for this position selected as finalists will be subject to a background review prior to interview. Under the Texas Public Information Act, information from your resume may be subject to release to the public.



CHRIS HARTUNG
CONSULTING, LLC



City of
CHICKASHA

Meeting Type: Council Agenda 4-19-2021

Meeting Date: 4/19/2021

Department: Administration

Agenda Item No. 6.e.

AGENDA ITEM: Discussion, consideration and possible action to award RFP for broker services to INSURICA.

I. BACKGROUND/DESCRIPTION:

- Staff solicited RFP's for broker services during the month of March.
- Staff received RFP's from five broker services by the response due date of March 25, 2021.
- Staff has reviewed the RFP's.
- Staff believes INSURICA will provide excellent customer service and follow through as well as negotiating the best benefits at the best cost for our employees.

II. RECOMMENDED ACTION:

Staff recommends awarding broker services to INSURICA.

III. FISCAL INFORMATION - This is a budgeted item.

71-71-5307-004

IV. FUND INFORMATION:

Dept. Director: Leasa Furr, Asst. City Manager	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: April 19, 2021	(From)		

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V. ATTACHMENTS:

1. RFP for Broker Services
2. Solicitation Form- Chickasha
3. City of Chickasha_INSURICA_3-25-2021



REQUEST FOR PROPOSALS:

EMPLOYEE BENEFITS INSURANCE BROKER AND CONSULTING SERVICES

**Issue Date: March 4, 2021
Due Date: March 25, 2021 by 5:00 p.m.**

***To be considered, proposals must be signed and returned via email to
Leasa.furr@chickasha.org by the due date and time.***

***Hard copies may be mailed to
City of Chickasha
117 N 4th St
Chickasha, OK 73018
By the due date and time.***

PROPOSAL FOR CITY OF CHICKASHA HEALTH & WELFARE BENEFITS BROKER

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I. INTRODUCTION

The City of Chickasha is soliciting proposals from qualified firms to provide brokerage and consulting services in support of the City's health and welfare benefits program. Responses should specifically address the scope of work described in Section VI.

The request for proposals (RFP) contains background information on The City of Chickasha and specific information that must be included in the proposals submitted. A hard copy of the proposal must be received no later than 5:00 p.m. on March 25, 2021.

Physical copies may be delivered directly to our office at the following address:

City of Chickasha
117 N 4th St
Chickasha, OK 73018
Attn: Leasa Furr, Assistant City Manager

II. BACKGROUND

The City of Chickasha is a local government municipality that provides public works services such as water, sewer, sanitation, streets and parks in addition to public safety services through our Police, Fire, and EMS departments.

The City of Chickasha's income is tax exempt under Section 115 (1) of the Internal Revenue Code.

The City of Chickasha complies with the applicable state procurement law and procedures.

III. CITY OF CHICKASHA CONTACT

All communication, including any requests for clarification, concerning this RFP should be addressed in writing to the following:

Leasa Furr
Assistant City Manager
Leasa.furr@chickasha.org

IV. SOLICITATION FORM

FAILURE TO SIGN THIS PAGE WILL DISQUALIFY YOUR RESPONSE

The undersigned offers and agrees to furnish the audit services listed in this document at the prices and terms states, subject to all of the terms and conditions of this Request for Proposal. The undersigned warrants and represents their authority to bind the firm into an agreement subject to the terms and conditions of this Request for Proposal.

Company Name:

Street Address:

City, State, Zip:

Email:

Telephone:

By (Authorized Signature)	Date Signed:
Print Name and title of Authorized Signatory	

ALL SPECIFICATIONS, TERMS, AND CONDITIONS OF THIS REQUEST FOR PROPOSAL WILL BE INCORPORATED INTO ANY RESULTING AGREEMENT.

V. SOLICITATION KEY DATES AND TIMELINE

RFP Activity	Dates
RFP Released	March 4, 2021
Award Notice	April 6, 2021
Commence work	July 1, 2021
Other Key Dates	City of Chickasha Fiscal Year: July 1 – June 30
	City of Chickasha Insurance Plans: July 1 – June 30

VI. SCOPE OF WORK

The City of Chickasha will receive proposals for qualified insurance brokers to provide benefits brokerage and consulting services. The successful bidder may be retained for an initial one (1) year term with a one (1) year option term that may follow as a result of this procurement process and would be responsible for:

- Analysis, recommendation, marketing, negotiation and placement of insurance
- Compliance, communications and administrative support
- Review vendor contracts, evidence of insurance
- Act as liaison and advocate for the Agency in resolving vendor issues
- Support Open Enrollment activities

The City of Chickasha is not subject to ERISA. Current offerings and census information is provided below and should only be used as needed for the preparation of your proposal:

Coverage Type	Funding	Carrier	Employee Enrollment
Medical	Fully Insured	United Health Care	125
Dental	Fully Insured	Delta Dental of Oklahoma	
Vision	Fully Insured	MetLife Vision	

Basic Life	Fully Insured	BlueCross BlueShield of Oklahoma	
Voluntary Life	Fully Insured	BlueCross BlueShield of Oklahoma	
EAP	Fully Insured	Options Counseling	
FSA	Employee Pre-Tax Health Care FSA	Ameriflex	
Supplemental Cancer, Hospital Accident, Protection	Employee Pre-Tax	Colonial, Dearborn, Aflac	

PROPOSAL OUTLINE

To simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below.

EXCEPTIONS TO CONTRACT REQUIREMENTS

Any exceptions to the requirements of the sample contract shall be noted in the proposal. The City of Chickasha shall have no obligation to accept any exceptions and may reject any proposal noting exceptions to its contract requirements.

GENERAL INFORMATION

Please provide the following general information in the form of a transmittal letter.

- 1) Provide the history of your firm, particularly your employee benefits division.
- 2) How many employees are there in your company? Generally, what are their job categories (e.g., management, sales, technical and customer service)?
- 3) Who would be working directly with The City of Chickasha on administrative issues, questions or problem solving? Please provide the roles and qualifications of each person. Also, include the number of clients each person is expected to handle and categorize these clients by large (500 or more), medium or small (less than 100) groups.
- 4) Provide a count of your existing clients categorized by large, medium or small groups.

- 5) How many of your clients do you currently work with on a **broker** basis? How many of your clients do you currently work with on a **consultant** basis?
- 6) Describe the form of professional liability or errors and omissions insurance carried by your company and the amount of coverage.

TABLE OF CONTENTS

Include a table of contents that identifies the material by section, page number, and a reference to the information to be contained in the proposal.

ACCOUNT SERVICES

- 1) Describe your account services department.
- 2) What is your process for ensuring customer satisfaction?
- 3) What is the turnover rate of the employees that perform the bulk of the problem-solving administration within your organization? Categorize employee turnover according to the group sizes listed above.
- 4) What kind of training (industry, internal, computer, other) does your staff receive?
- 5) Do you provide employee communication services for your clients' employees? If so, please provide a general description of your capabilities. Please provide a sample of employee communication materials that you have distributed to other clients.
- 6) How can you assist in facilitating employee meetings?
- 7) Do you help facilitate annual open enrollments?

DATA ANALYSIS

- 1) What resources do you use to analyze medical and pharmacy claims?
- 2) Do clients have access to the data for ad hoc queries?
- 3) Will your organization complete a provider analysis of physicians, clinics and hospitals that treat our plan participants?
- 4) Will your organization provide a wellness and preventive health analysis of our employees and claims experience?

- 5) For any of the above questions that you answered yes, please provide us a sample report that you have prepared for another client.
- 6) What is the cost of customization for ad hoc reports?

STRATEGIC PLANNING/VENDOR SELECTION

- 1) What resources do you have available to help us manage our benefits and outline a benefits strategy consistent with current and future business plans?
- 2) How will you help us with the competitive marketing and placement of our plans, including development of marketing specifications, identification of market conditions, evaluation of proposals, negotiations and placement of insurance contracts for annual renewals?
- 3) How is the “rebidding” process handled?
- 4) How are plan design changes handled?
- 5) Furnish a list of insurance companies, third party administrators, and other providers for which the consultant is an authorized agent or broker.
- 6) How will you save The City of Chickasha money?
- 7) How will you demonstrate the savings?
- 8) How do you review PPO discounts and what is your criteria for recommending changes in network affiliations?
- 9) How would your firm help us decide whether we should offer a cafeteria plan or a modified flexible program?
- 10) What sort of benchmarking data can you provide?

COST PROJECTIONS/ONGOING REVIEW

- 1) How can you help us develop cost projections tied to our fiscal goals?
- 2) Who do you use for actuarial services? Please provide credentials.
- 3) How will you help with the management of insurance, including: monthly (or quarterly) supervision and/or preparation of claims activity reports from carriers; executive summary reports;

underwriting analysis for annual renewals; annual financial projections for budgeting purposes; and alternative funding analyses?

PLAN ADMINISTRATION AND LEGISLATIVE COMPLIANCE

- 1) Do you have an in-house benefits attorney? If yes, please provide his or her credentials and the number of years he or she has provided counsel on benefits issues. If no, do you use an external benefits attorney? Which firm do you use?
- 2) How does your firm stay current with state regulations that impact multi-state employers?
- 3) Will your firm notify The City of Chickasha of changes in federal and/or local laws that would affect us?
- 4) Explain what steps you have taken to become HIPAA compliant.

WELLNESS PROGRAMS

- 1) What tools can you provide The City of Chickasha to help implement/continue our wellness program?
- 2) Can you provide examples of low-cost wellness tools?
- 3) How can you help evaluate and refine our wellness program over time?
- 4) What is your process for measuring the success or failure of a wellness program?

HR TOOLS

- 1) Describe how you keep your clients abreast of employment laws in a timely manner.
- 2) What resources do you provide to help The City of Chickasha remain compliant?
- 3) What types of materials can you provide to communicate pertinent information to The City of Chickasha employees?
- 4) Do you have any internet-based employee communication tools?

FEES

- 1) Describe your proposed form of compensation (e.g., commission, annual retainer, fee-for-service). If you are proposing a fee, please include your fee schedule/hourly rates.
- 2) If you charge fees for consulting and employee communication, please indicate the basis of your charges (hourly, by project, etc.) and what typical charges might be.

REFERENCES/OTHER

- 1) How many clients of similar size to The City of Chickasha have you lost in the last three years? Explain.
- 2) Please provide references that include name, address, phone number and length of time associated with your organization. Indicate whether your firm's role was as a **broker, consultant** or **both**. Please provide a minimum of four references, including at least one that is a previous client.
- 3) Describe any other facets of your organization and your firm's experience that are relevant to this proposal which have not been previously described and that you feel warrant consideration.

PROPOSAL SUBMISSION, SELECTION AND REVIEW PROCESS

Proposal submissions will be reviewed by the City of Chickasha for selection. Proposals must be received by the date due and responses given in the order of the proposal outline.

The City of Chickasha may, at its discretion, request interviews/presentations by or a meeting with any or all firms, to clarify or negotiate modifications to the firms' proposal. However, the City of Chickasha reserves the right to make an award without further discussion of the proposals submitted. Proposals should be submitted initially on the most favorable terms from both technical and price standpoints, that the firm can propose. The City of Chickasha contemplates award of the contract to the responsive, responsible firm whose proposal is the most advantageous to the City of Chickasha, based on response given and its decision is final.

VII. NOTICE TO FIRM(S)

All materials provided to the City of Chickasha become the property of the City and may be returned only at its sole discretion. The City of Chickasha is a public entity. All proposals and any materials submitted with a proposal may be deemed public records subject to disclosure pursuant to the Oklahoma Public Records Act. No portion of any proposal or materials submitted therewith will be withheld from disclosure as proprietary, trade secret or confidential unless that portion is clearly marked by the firm as such, and the firm agrees to indemnify the City against any claim or action to compel disclosure of such portion of the proposal. The City of Chickasha is not obligated to accept any proposal or to negotiate with any entity. All transactions are subject to the final approval of the City, which reserves the right to reject any and all proposals without liability. All costs directly or indirectly related to a response to this RFP will be borne by the firm.

The contract, if any, shall be awarded to the responsible firm whose proposal is most advantageous to the City, based on the evaluation criteria set forth in this RFP. The City may at its sole discretion select the response that best fits its needs, may choose to cancel the

RFP, or to not select any Firm. A selection committee will evaluate the responses based on established criteria, including compliance with the direction herein, experience and qualification, cost, financial position of the company, and other factors as state in this RFP. If selected, the successful firm will enter into a written agreement with the City that will include service agreements and compensation agreements.

All information in this RFP should, for purposes of this RFP, be considered proprietary and confidential. Information contained in this RFP should not be shared or distributed without the expressed written consent of the City of Chickasha.

VIII. REJECTION OF PROPOSAL(S)

The City of Chickasha reserves the right in its sole discretion to reject any or all proposals, in whole or in part, without incurring any cost of liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. The proposal may be rejected if it fails to meet a material requirement of the RFP or if it is incomplete or contains irregularities. A deviation is material to the extent that a proposal is not in substantial accord with RFP requirements.

Immaterial deviations may cause a bid to be rejected. The City may or may not waive an immaterial deviation or defect in a proposal. The City's waiver of an immaterial deviation or defect will in no way modify the RFP or excuse a firm from full compliance with the RFP requirements.

Any proposal may be rejected where it is determined to be not competitive, or where the cost is not reasonable.

Proposals that contain false or misleading statements may be rejected if in the City's opinion the information was intended to mislead the City regarding a requirement of the RFP.

The City may reject a proposal from a firm it finds non-responsive. Any person or entity that has substantially assisted the City in preparing any part of the RFP is prohibited from submitting a proposal. Submission of a proposal to the City shall constitute the firms' certification that the proposal is not collusive.

IX. COMPLIANCE WITH LAWS

Any Firm must affirmatively agree and certify that it will comply with all applicable federal, state, and local laws and regulations.

X. WRITTEN QUESTIONS AND ADDENDA

Written questions or comments regarding this RFP must be in writing and received no later than March 12, 2021. Questions should be emailed to the Assistant City Manager at leasa.furr@chickasha.org. Firm(s) invited to submit a proposal understand and agree that they have an affirmative duty to inquire and seek clarification regarding anything in this RFP that is unclear or open to more than one interpretation.

The City of Chickasha, at its sole discretion, may make questions submitted by Firms and responses to the submitted questions available to all Firms.

The City of Chickasha reserves the right in its sole discretion to revise or amend this RFP prior to the stated submittal deadline. Any such revisions will be made by written addenda to this RFP. Firms are responsible for verifying they have received, and all proposals shall acknowledge receipt of, all addenda issued by The City relating to this RFP. Failure to acknowledge receipt of all such addenda may render a proposal non-responsive.

XI. SUBMISSION

A hard copy of the proposal must be received by March 25, 2021 at 5:00 p.m and submitted to the following address:

City of Chickasha
117 N 4th St
Chickasha, OK 73018
Attn: Leasa Furr
"RFP for Broker Services"

Any response received after this date may be returned or not considered. Submission of a proposal shall constitute the firms' representation that it:

- Has thoroughly examined and become familiar with the scope of work set forth in this RFP;
- Understands the requirements of the scope of work, the nature of the work and all other matters that may affect the work;
- Will honor its proposal for no less than 120 days after the submission date stated in this RFP (or until execution of a final contract with the selected firm, if sooner), and acknowledges that its proposal cannot be withdrawn within that time without the written consent of the City of Chickasha.
- Will comply with all requirements set forth in this RFP, and in the ensuing contract, if any.

XII. PROTESTS

Following the selection of the apparent successful firm, the City of Chickasha shall notify all firms that submitted a RFP in a timely manner of its intent to award a contract to such firm. Any protest to the award of the contract to the apparent successful firm shall be submitted to the City of Chickasha in writing within no less than five (5) calendar days from the date of such notice. Any protest shall state with specificity the ground on which the protestor alleges the contract may not be awarded to the apparent successful firm. The City shall consider any properly submitted protest and may accept or reject such protest as it determines appropriate in its sole discretion.

IV. SOLICITATION FORM

FAILURE TO SIGN THIS PAGE WILL DISQUALIFY YOUR RESPONSE

The undersigned offers and agrees to furnish the audit services listed in this document at the prices and terms states, subject to all of the terms and conditions of this Request for Proposal. The undersigned warrants and represents their authority to bind the firm into an agreement subject to the terms and conditions of this Request for Proposal.

Company Name:

Street Address:

City, State, Zip:

Email:

Telephone:

By (Authorized Signature) <i>Dustin Brand</i>	Date Signed: 03/25/21
Print Name and title of Authorized Signatory	
Dustin Brand, Vice President	

ALL SPECIFICATIONS, TERMS, AND CONDITIONS OF THIS REQUEST FOR PROPOSAL WILL BE INCORPORATED INTO ANY RESULTING AGREEMENT.

INSURICA EMPLOYEE BENEFITS

Response to Proposal:

City of Chickasha

INSURICA

5100 N. Classen Boulevard, #300
Oklahoma City, Oklahoma 73118

Dustin Brand

P 405.556.2225 | F 405.556.2394
E Dustin.Brand@INSURICA.com

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GENERAL INFORMATION

1 PROVIDE THE HISTORY OF YOUR FIRM, PARTICULARLY YOUR EMPLOYEE BENEFITS DIVISION.

INSURICA is a privately owned company that is headquartered in Oklahoma City, Oklahoma, which was founded in 1959 by C.W. Cameron. With the company celebrating its' 62nd anniversary this summer, INSURICA continues to be successfully managed as a privately owned company and grown to become the 37th largest insurance brokerage firm in the country and recognized as one of Oklahoma's Best Places to Work..

While the company was first established to provide Property & Casualty brokerage services to Oklahoma employers, INSURICA expanded the company's value proposition to include Employee Benefits by 1972. Throughout the past 48-years, INSURICA has excelled and today is recognized as one of the most preeminent Employee Benefits Practice groups working in Oklahoma.

INSURICA's Employee Benefits Practice stands apart from our competitors solely based upon the fact our team remains committed to delivering a best-in-class service to our clients. As a privately owned company our teams aren't answering to the strict demands from Wall Street, which we feel hinder competitor's ability to compete in

this space.

An example of INSURICA's client commitment is with our focus on taking over the heavy lifting on our client's part involving the State & Federally funded Insure Oklahoma program. As our client, INSURICA will manage this program from "A to Z" because we (1.) qualify the City's program to receive premium subsidy, (2.) Provide a large dedicated team who will work one-on-one with the City's prospective members who might qualify to successfully enroll them in this program (3.) Once the program is setup with members qualified, our team uploads monthly invoices to Insure Oklahoma required to trigger the premium payment to the City.

So while this is just one example of INSURICA's commitment to the City, our team routinely increases subsidies for program we've taken over from our competitors by 50% and more. Similar sized municipalities INSURICA has as clients receive premium subsidies ranging from \$200,000 to \$260,000 on average which goes directly to help impact the City's health plan bottom-line performance!

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GENERAL INFORMATION

2 HOW MANY EMPLOYEES ARE THERE IN YOUR COMPANY? GENERALLY, WHAT ARE THEIR JOB CATEGORIES (E.G., MANAGEMENT, SALES, TECHNICAL AND CUSTOMER SERVICE)?

INSURICA currently employs just over 600 colleagues managing responsibilities in various positions which are divided between Corporate, Brokerage Consulting, Client Services which includes INSURICA’s dedicated team managing clients’, Insure Oklahoma Administration.

These colleagues are spread throughout INSURICA’s 33 office located in Oklahoma, Texas, Arkansas, Arizona, California & Colorado.

3 WHO WOULD BE WORKING DIRECTLY WITH THE CITY OF CHICKASHA ON ADMINISTRATIVE ISSUES, QUESTIONS OR PROBLEM SOLVING? PLEASE PROVIDE THE ROLES AND QUALIFICATIONS OF EACH PERSON. ALSO, INCLUDE THE NUMBER OF CLIENTS EACH PERSON IS EXPECTED TO HANDLE AND CATEGORIZE THESE CLIENTS BY LARGE (500 OR MORE), MEDIUM OR SMALL (LESS THAN 100) GROUPS.

DUSTIN BRAND, Vice President / Consultant: Before joining INSURICA in 2003, Dustin had previously worked for a large global consulting firm who focused solely on helping employers with more than 2,000 employees. As a native Oklahoman, he recognized most Oklahoma employers were under-served, so when he joined INSURICA in 2003 he became focused

on introducing a true consultative strategy that was tailored for the middle market employer (150 to 500 employees).

INSURICA’s consultative approach to helping employers manage their employee benefits program has proven successful, because today he not only leads the entire company in

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Employee Benefits production, he's also managing the Oklahoma City and Norman teams in addition to being one of the company's Senior Partners and Shareholder.

Dustin's educational background includes earning a Bachelor of Science in Business Administration from Oklahoma State University where his major focus of study was in Marketing & Accounting. He's gone on to complete his PPACA Certification with National Association of Health Underwriters and in 2018 was recognized as a top national visionary by the Risk & Insurance listing him as the publications 2018 Power Broker. Last, he'd previously held a national seat on Aetna's National Broker Advisory Committee and represents INSURICA for its' accomplishment in being a Blue Cross & Blue Shield, Blue Leader award.

BEN ROWLAND, Employee Benefits Advisor

Ben joined INSURICA in 2019 bringing to the firm more than 7 years of experience in the Employee Benefits Industry.

His previous tenure working for American Fidelity Assurance Company, he represented the company by creating a niche specialization working with Oklahoma Municipalities and Counties. He's been a recognized supporter of OML, CMAO and OMAG.

Ben earned a Bachelor of Business Administration from California State Fullerton, and continues to be an active member of National Association of Health Underwriters. He remains committed to helping Oklahoma municipalities manage their employee benefits program, and is a current member of the INCITE Employee Benefits Catalyst Training Program designed to further expand his ongoing professional development.

JULIE MITCHELL, Account Executive

Julie career spans more than three decades providing client services and member advocacy, and joined INSURICA's team in 1997. Combining Julie's industry knowledge with her own personal commitment to delivering best-in-class service makes her an invaluable asset for City of Chickasha to have working as an extension of its' HR Team.

Like both Ben & Dustin she too is an active member of National Association of Health Underwriters and has also completed her PPACA accreditation. In addition providing excellent client service to the employers she serves, she also works as a mentor to other Employee Benefits Professionals working in her Norman office.

Julie graduated from Oklahoma State University where she earned a Bachelor of Science in Business Administration having

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major focus of study in Business Management.

KRISTEN HILL, Assistant Account Manager:

Kristen joined INSURICA in 2019, and is one of INSURICA's top rising stars, because prior to joining our firm she worked as a Medical Assistant completing more than 500 hours of Physician Shadowing where she became specialized in insurance carrier operations and employee benefits administration, medical coding and billing.

Kristen remains committed to both work and her community through volunteer opportunities that includes: serving as a mentor for Neighbors Along the Line, Tulsa Day Center for the Homeless, Oklahoma Food Bank, Operation School Bell and C.A.S.A.

She graduated from the University of Oklahoma with a Bachelor of Science degree, and was accepted into the University of Oklahoma's College of Medicine where she studied for an additional two years. In addition, Kristen has earned certifications in Health Plan Navigation, Crucial Conversations, LGBT Health Disparities, HIPAA Compliance, Title IX Training and QPR Training. She is currently pursuing her REBC designation to further her professional development within the Employee Benefits Industry.

GENERAL INFORMATION

4 PROVIDE A COUNT OF YOUR EXISTING CLIENTS CATEGORIZED BY LARGE, MEDIUM OR SMALL GROUPS.

INSURICA's average client size ranges from, as small as, 50 employees to as large as 2,000 employees.

5 HOW MANY OF YOUR CLIENTS DO YOU CURRENTLY WORK WITH ON A BROKER BASIS? HOW MANY OF YOUR CLIENTS DO YOU CURRENTLY WORK WITH ON A CONSULTANT BASIS?

This discussion only applies to clients who have more than 150 employees, and taking into consideration this particular client segment they are basically split equally between Broker or Consulting arrangements.

So with most Consulting arrangements services often times are priced independently, but INSURICA is different because we provide a comprehensive service model that's built upon a service calendar that the team will follow. It's our teams' goal to become SPECIALIZED in the client's unique needs and goals, which we

use to implement a tailored strategy designed to meet both short and long term goals the client desires to achieve.

So for our clients they do not experience services being contained in different silos which are bound by contractual obligations, but instead the INSURICA client experience will be uninterrupted service delivered by a team of highly credentialed and skill professionals committed to helping achieve goals and impact bottom-line performance.

6 DESCRIBE THE FORM OF PROFESSIONAL LIABILITY OR ERRORS AND OMISSIONS INSURANCE CARRIED BY YOUR COMPANY AND THE AMOUNT OF COVERAGE.

INSURICA maintains \$15,000,000 per occurrence coverage for errors and omissions, and this coverage is insured using Great

American Insurance.

See Attached Certificate of Liability Insurance

ACCOUNT SERVICES

1 DESCRIBE YOUR ACCOUNT SERVICES DEPARTMENT.

INSURICA is built upon a tradition of integrity, industry leadership and excellence. We are committed to delivering tailored benefit solutions with thoughtful strategic planning, valuable professional services and technology-based solutions that result in sustained customer and employee satisfaction. Through initiative and follow-through, we help our customers find answers, implement solutions and anticipate consequences.

INSURICA has assembled the finest staff of benefits professionals whose experience is matched by their intelligence and integrity. We further arm them with continuous education, training and cutting-edge technical resources. These highly specialized consultants have helped us build our reputation for excellence and fuel our growth across the industry.

INSURICA's service team takes pride in managing accounts from the executive level to the employee level. Whether the claim in question is an enrollment issue, pharmacy issue, coverage question, etc., our service team has workflows on any situation.

INSURICA's team will follow an organized Strategic Benefit Plan Action Timetable that will guide our team in providing unsurpassed service to the City of Chickasha.

2 WHAT IS YOUR PROCESS FOR ENSURING CUSTOMER SATISFACTION?

The INSURICA team will provide the City of Chickasha an annual Stewardship Report outlining ongoing projects that our team has managed on the City's behalf throughout the service year. This report will include the program's ongoing financial performance illustrating additional cost or savings that we've successfully managed together. This will serve as our team's "report card" to the City outlining our performance year-over-year.

In addition, INSURICA has also been a longtime partner of Assurex Global who provides clients additional opportunities to participate in surveys designed to provide additional insight into possible challenges and ideas the City might have that'd help our team better serve the needs of the City. This report is in-turn provided to INSURICA's Leadership team, who then collaborate to consider introducing new strategies and resources that

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- are designed to serve the City's needs.

3 WHAT IS THE TURNOVER RATE OF THE EMPLOYEES THAT PERFORM THE BULK OF THE PROBLEM-SOLVING ADMINISTRATION WITHIN YOUR ORGANIZATION? CATEGORIZE EMPLOYEE TURNOVER ACCORDING TO THE GROUP SIZES LISTED ABOVE.

The INSURICA leadership team has remain committed to providing the company's colleagues a valued community to work in, which would include the usual: competitive compensation, annual vacation and benefits package. The company's commitment to putting colleagues' family first the company continues to explore new opportunities to also promote positive work life balance.

Doing all this has required a significant investment by the company, but in-turn

both the company and our clients are rewarded by our teams having virtually NO TURNOVER. Turnover is typically less than 3% company-wide, which benefits our clients by powering our teams with the industry's most experienced professionals. This also supports unwavering partnerships between INSURICA teams and the clients they all serve.

4 WHAT KIND OF TRAINING (INDUSTRY, INTERNAL, COMPUTER, OTHER) DOES YOUR STAFF RECEIVE?

All INSURICA colleagues working in the Benefits Division are required to complete a minimum of 16 hours of continuing education every two years. In addition, INSURICA provides monthly compliance webinars facilitated by our legal team at Benefit Comply, ThinkHR and law firm Riggs, Abney, Turpen, Orbison & Lewis. In addition to local training our colleagues are afforded the opportunity to travel to national classes

and seminars typically hosted by Employee Benefits Institute of America (EBIA), Annual Assurex Conference, SHRM, as well as, various training opportunities that arise throughout the year which are hosted by our carrier partners.

Last, INSURICA promotes all colleagues working in the Employee Benefits Division complete a 10-class accreditation focused solely upon the nuances of the Affordable

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Care Act (ACA) which Dustin, and Ben have successfully completed allowing them to bring to your team an unsurpassed

knowledge of President Obama's signature legislation.

5 DO YOU PROVIDE EMPLOYEE COMMUNICATION SERVICES FOR YOUR CLIENTS' EMPLOYEES? IF SO, PLEASE PROVIDE A GENERAL DESCRIPTION OF YOUR CAPABILITIES. PLEASE PROVIDE A SAMPLE OF EMPLOYEE COMMUNICATION MATERIALS THAT YOU HAVE DISTRIBUTED TO OTHER CLIENTS.

The INSURICA team will educate you on important issues while helping you tackle your mounting employee communication challenges. With strategic planning and thorough understanding of your communication objectives, we provide customer communication materials that will help your employees understand their plans and the issues influencing your benefits decisions.

Benefits Announcements & Educational Material

Your team will have access to articles, flyers, payroll stuffers, posters and emails used to announce benefit changes, introduce new benefits or plans, and help employees understand and use certain benefits.

Benefit Statements

Our offerings include benefit statement items such as a summary of an employee's benefits package, showing overall compensation including salary and benefits. Employees are more likely to appreciate their benefits

packages if they truly understand all that is provided to them – we can help you give employees a visual that shows the portion of their total compensation that is employee benefits.

Consumer Directed Health Care (CDHC)

Our team can provide everything you need, including letters, flyers articles, payroll stuffers, posters and emails to help support your CDHC campaigns, including educational and promotional materials for you and your employees. Whether you are implementing an HSA or HRA, or just want to promote consumerism among employees, we can provide resources.

Employer Education Articles and Newsletters

Access educational articles to help you understand hot benefit topics, including CDHC, benefit costs, industry trends and more. Plus, INSURICA offers a quarterly Benefits Bulletin newsletter, a quarterly pharmacy benefits newsletter and monthly one-page Benefits Buzz newsletter

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highlighting timely HR and benefit news.

In addition to the communication campaigns illustrated above, INSURICA also tailors for every client a highly customized Open Enrollment Guide, which is similar in format to what has been included with this RFP. It will be the team's goal to develop a Guide

that mirrors the same format as the one the university current utilizes to ensure the employees can easily comprehend the value of their benefit program that the University is providing.

See Attached Sample Communications

6 HOW CAN YOU ASSIST IN FACILITATING EMPLOYEE MEETINGS?

In addition to Open Enrollment materials, INSURICA would develop an annual communication plan for the City of Chickasha's employees. This includes educational and informational material, distributed in various formats, and schedules Open Enrollment, New Hire and other important meetings. Communication templates for announcing meetings and any upcoming changes can also be provided. Additional communications content includes fitness, nutrition, safety, and overall health information, as well as educational material on using their current benefit plans.

We collaborate with our clients to deploy benefit

strategies impacting current and forecasted plan costs, member health and engagement, medical and pharmacy claims drivers, company culture, employee recruitment and retention, corporate wellness, and other strategic initiatives specific to each client. We then prioritize these initiatives into short-term and long-term projects, and assess those that can be handled simultaneously. Our team then organizes quarterly meetings to discuss current claims and plan performance, as well as track and measure progress on strategic initiatives.

6 DO YOU HELP FACILITATE ANNUAL OPEN ENROLLMENTS?

City of Chickasha's dedicated account management team will provide day-to-day support of all coverage and programs. This support will encompass serving as your member's

claims advocate with the carriers, assist with any billing issues, compliance audits, presentation of actuarial analysis, monthly new hire orientation meetings, and will provide custom

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ACCOUNT SERVICES

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communications for both employer and employee as needed.

Secondly, your consultant will work directly with your team to execute the strategic initiatives outlines through the collaborative process between City of Chickasha and INSURICA. This includes proactively providing information on industry trends and emerging strategies, leading the effort for compliance education, understanding and evaluating claims and utilization data, leading review meetings, and working with all team members to ensure a cohesive strategy and service delivery.

In addition, INSURICA provides to the City of

Chickasha dedicated support focused on the initial implementation and ongoing support of the INSURE OKLAHOMA premium subsidy program. While other claims to offer the same service, INSURICA clients will attest that INSURICA is unique in that we become the City's dedicated partnering by removing the "heavy lifting" that comes with the initial implementation and ongoing administration of this program off the shoulders of City of Chickasha's HR Team and enrolled Plan Members too.

DATA ANALYSIS

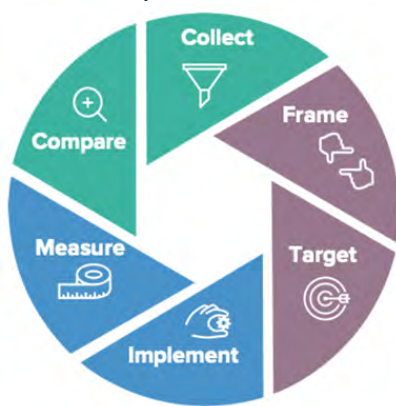
1 WHAT RESOURCES DO YOU USE TO ANALYZE MEDICAL AND PHARMACY CLAIMS?

Data Analytics

At INSURICA, we take a data driven approach to our consulting practice. As such, we've partnered with a market leader in healthcare, pharmacy, workers' compensation, and retirement data integration and analytics. Through our partnership with Innovu, we not only have the insight to identify areas of financial opportunity, but over time we can and do effectively track the results from any implemented program thereby validating the effectiveness of said programs, as well as, providing a quantifiable ROI to our clients.

The integrated healthcare data analytics platform we utilize via partnership with Innovu employs a six step process designed to provide transparency, quantify savings opportunities, and measure the effectiveness of implemented programs and vendors. We leave nothing to chance or conjecture. We believe the best and **ONLY** way to effectively monitor quality assurances and effectiveness is by way of integrated data analytics solution.

Our six-step process was developed to turn data into action. Leveraging both our platform and our engagement model, our solution empowers our clients to:



Compare - benchmarking solutions that will identify how clients compare in the marketplace.

Collect – ownership of client data and enrichment process that creates true transparency.

Frame – 26 standard dashboards and an unlimited ability to create custom dashboards to meet all client reporting and analytic needs.

Target – unique analytics solutions with tangible ROI

Implement – the ability to set performance metrics with carriers and vendors to ensure clients are maximizing their resources.

Measure – an independent third-party evaluation of carriers' accountability.

Some services may be subject to approval by the City's carrier partners, and involve additional cost for fee charged by that provider.

See sample Innovu reporting attached and Milliman service outline

DATA ANALYSIS

2 DO CLIENTS HAVE ACCESS TO THE DATA FOR AD HOC QUERIES?

INSURICA can provide endless opportunity for access to adhoc report and other customized queries your team might request, which is all managed with our Innovu software solution. To

manage this we must be able to receive data feeds sent by the carrier to Innovu on a monthly basis.

3 WILL YOUR ORGANIZATION COMPLETE A PROVIDER ANALYSIS OF PHYSICIANS, CLINICS AND HOSPITALS THAT TREAT OUR PLAN PARTICIPANTS?

Monthly reporting is provided by the carrier, however INSURICA compiles the information breaking it down into an easy to read format. The information is arranged to clearly illustrate medical and prescription claim cost, fixed costs and then breaks the data down to illustrate average employee cost per quarter and per month.

INSURICA is deeply committed to staying abreast of the ever-changing industry landscape to ensure your employees are getting the most out of their employee benefit plans. We will leverage our HR, Legal, and Financial expertise to interpret the potential impact to City of

Chickasha of any regulatory changes, and provide strategies for moving forward.

In addition to regulatory compliance, we will provide feedback and recommendations to City of Chickasha on industry trends and developments involving significant areas of your benefit plans. These often include plan structure changes to improve cost control, ongoing pharmacy benefit evaluations as new drugs are developed in the pharmaceutical market, and emerging access to care platform s that curb increasing claims experience.

4 WILL YOUR ORGANIZATION PROVIDE A WELLNESS AND PREVENTIVE HEALTH ANALYSIS OF OUR EMPLOYEES AND CLAIMS EXPERIENCE?

At INSURICA, we take a data driven approach to our consulting practice. As such, we've partnered with a market leader in healthcare, pharmacy, workers' compensation, and

retirement data integration and analytics. Through our partnership with INNOVU, we not only have the insight to identify areas of financial opportunity, but over time we can

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DATA ANALYSIS

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and do effectively track the results from any implemented program thereby validating the effectiveness of said programs as well as providing a quantifiable program ROI to our clients.

5 FOR ANY OF THE ABOVE QUESTIONS THAT YOU ANSWERED YES, PLEASE PROVIDE US A SAMPLE REPORT THAT YOU HAVE PREPARED FOR ANOTHER CLIENT.

See Innovu Sample Report

6 WHAT IS THE COST OF CUSTOMIZATION FOR AD HOC REPORTS?

INSURICA would not charge any additional cost for adhoc reports. The City would however be responsible for any cost charged directly to the City by your carrier partners you’ve selected (ie. United Healthcare), as well as, additional software licensing cost charged by Innovu.

STRATEGIC PLANNING/VENDOR SELECTION

1

WHAT RESOURCES DO YOU HAVE AVAILABLE TO HELP US MANAGE OUR BENEFITS AND OUTLINE A BENEFITS STRATEGY CONSISTENT WITH CURRENT AND FUTURE BUSINESS PLANS?

INSURICA's actuarial solution is powered by Milliman who provides access to a comprehensive actuarial services that include:

- **Comprehensive Assessment of Health Plans (CAHP)** – CAHP is an in-depth benchmark study designed to provide the university with an understanding of how the entire employee benefits program stack-up against others that are in the same geographic area, within your industry, or similar employee size, and your specific peer group. The study includes benchmarking plan design, premium rates and employee contributions.
- **Plan Design Modeling** – Using Milliman's Health Cost Guidelines and Dental Cost Guidelines, INSURICA access this tool to drill-down on proposed plan changes to easily identify a projected impact the design change might have if implemented into the university's health or dental program.
- **IBNR Reserve (Incurred but Not Reported Reserve)** – The IBNR reserve calculation is provided on a quarterly basis using an actuarial projection techniques to estimate incurred claims and determine how much the employer should be holding in reserves to avoid IRS and DOL compliance issues. Milliman will also help explain results to auditors in light of Sarbanes-Oxley requirements.
- **Financial Monitoring Report (FMR)** – The FMR brings together claims experience, paid benefits, expenses, and budgets into one financial report for gross and net costs. It performs preliminary auditing of data to confirm accuracy of reports. Up-to-date forecasting leverage through actuarial analysis turns "data" into date "information" giving you the ability to manage proactively, not reactively.
- **Renewal Projection** – Milliman provides the Renewal Projection mid-year providing your team the ability to set preliminary budgets in advance of receiving renewals from carriers. This includes a pricing calculation to determine the projected premium and compare this to the current premium rates. A trend analysis allows outliers or seasonality problems to be identified and addressed.
- **Renewal Evaluation** – Renewal Evaluation is the final step in the renewal process and is conducted after receiving renewals from the insurance carriers. Milliman updates the calculations completed in the Renewal Projection with various items: additional claims experience, more recent enrollment, plan design changes, potential carrier changes, proposed administration fees, and stop –loss coverage options. Using this

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STRATEGIC PLANNING/VENDOR SELECTION

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analysis INSURICA will work with the university and carrier partners to ensure proper calculation of reserves, benefit changes, large claims adjustments, administration fees, stop-loss premium and **profit**.

- **5-Year Projection** – The 5-year projection forecasts expected claims and expenses five years into the future based

on group-specific assumptions such as enrollment and trend. A range of conservative and aggressive estimates of projected costs are provided to give your employer groups a better understanding of their susceptibility to risk.

2 HOW WILL YOU HELP US WITH THE COMPETITIVE MARKETING AND PLACEMENT OF OUR PLANS, INCLUDING DEVELOPMENT OF MARKETING SPECIFICATIONS, IDENTIFICATION OF MARKET CONDITIONS, EVALUATION OF PROPOSALS, NEGOTIATIONS AND PLACEMENT OF INSURANCE CONTRACTS FOR ANNUAL RENEWALS?

INSURICA's renewal process begins 120-days prior to a policy's renewal date. This renewal review meeting is to establish a renewal game plan and to begin the data collection necessary for your upcoming renewal. We will then prepare a formal Request for Proposal (RFP) that will be distributed to carriers the City of Chickasha has approved. INSURICA will then track carriers' response and prepare a detailed comparative analysis of all quotations and proposals submitted by insurers. We will present the best alternatives and present all options even if we feel the incumbent program is strongest.

INSURICA will demonstrate how we have created competition within the marketplace to ensure that you receive the best renewal terms. This analysis will be presented to you along with our team's recommendations addressing any concerns or question you might have about the

information.

INSURICA's management of more than \$900 million in client premium provides our team with significant market leverage that proves to be beneficial in negotiating renewals. Our firm continues to be recognized among carriers as a top producing insurance consulting firm which grants our team preferential status in renewal negotiations and also with claims resolution and other issues as we bring them to the carrier's attention. This preferred status provides INSURICA clients with the best possible renewal solution.

STRATEGIC PLANNING/VENDOR SELECTION

3 HOW IS THE “REBIDDING” PROCESS HANDLED?

INSURICA will work directly with the City of Chickasha to develop a strategic plan of action for the rebidding or annual RFP process. There are several phases of the timetable beginning with the planning phase. This allows our team to gather needed information used in developing a Request for Proposal. Second INSURICA brings together historic data and master documents and reviews with the City of Chickasha funding alternatives and consumer driven health plan choices.

Once benchmarking analysis is prepared that it delivered to the City of Chickasha along with plan design recommendations and plan modeling clearly illustrating potential

financial impact to the plan associated to the recommended changes. Once the goal for the upcoming renewal is established INSURICA develops a Request for Proposal which is released to prospective carriers previously selected by the City of Chickasha.

Upon receiving proposals from the markets, INSURICA studies each proposal highlighting advantages and disadvantages of each along with applicable pricing to present to the City of Chickasha. Upon approval INSURICA works to further negotiate pricing and plans finalist interviews with appropriate leadership, awarding the successful carriers.

4 HOW ARE PLAN DESIGN CHANGES HANDLED?

Beginning with the Strategic Planning Phase throughout the renewal period, your INSURICA team will rely upon Milliman’s Plan Design Modeling tool, which actuarially values prospective plan design changes. With the City’s plan already built out in the Milliman software dashboard our team can model plan changes onsite while working with the City’s team to test the value of possible plan changes.

The model impact closely matches the value ultimately provided by the Carrier.

Our team understand that any new strategy involves both risk and reward, and while the reward for the plan would possibly be improved cost savings, we then test disruption for plan members which is going to ultimately impact enrolled active plan members and eligible retirees.

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STRATEGIC PLANNING/VENDOR SELECTION

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Our approach to evaluating disruption is done in a collaborative manner which would include coordination between all parties. Ultimately it is our team’s goal to identify on a line-item basis those who’d be negatively and positively impacted by the Plan change, which lends a 360-degree view of the impact to the City and its’ plan members.

5 FURNISH A LIST OF INSURANCE COMPANIES, THIRD PARTY ADMINISTRATORS, AND OTHER PROVIDERS FOR WHICH THE CONSULTANT IS AN AUTHORIZED AGENT OR BROKER.

INSURICA is appointed with all carriers quoting fully-insured proposals, which include: Aetna, Blue Cross & Blue Shield, United Healthcare and Cigna. Our team is one of the few Broker partners of Oklahoma Municipal League who was previously selected to market their new plan marketed as, Municipal Health Options. In addition we also quote with the following solutions for self-funding:

Stop Loss:

- 1. Anthem
- 2. SunLife
- 3. Optum
- 4. Swiss Re
- 5. Companion
- 6. Amalgamated
- 7. Berkley
- 8. MRM (Gerber)
- 9. Evolution Risk (Pan American)

- 10. Voya Financial
- 11. ATS Underwriting (US Fire)
- 12. American Fidelity
- 13. HCSC (Blue Cross & Blue Shield)
- 14. United Healthcare
- 15. Symetra

Third Party-Administrators:

- 1. Aetna
- 2. Blue Cross & Blue Shield
- 3. United Healthcare
- 4. Cigna

Independent Third Party-Administrators:

- 1. Allied Benefit Administrators
- 2. Kempton
- 3. GPA
- 4. UMR (United Healthcare)
- 5. Meritain (Aetna)
- 6. SisCo

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STRATEGIC PLANNING/VENDOR SELECTION

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Of the third-party administrators illustrated above, INSURICA works closely with Aetna,

Blue Cross, United Health and SisCo.

6 HOW WILL YOU SAVE THE CITY OF CHICKASHA MONEY?

With INSURICA working in a consultative manner, our team vets different solutions and evaluates the appropriateness and impact to the plan of implementing that solution. Once implemented, we do not rest because we then continue to test efficiency and actual savings versus budgeted savings reporting back to the City our findings.

For strategies that do not achieve desired results, we then reevaluate, negotiate changes

and redirect the strategy or revisit other solutions. All this is done not in an attempt to create disruption for the City’s program or enrolled members, but instead to provide a best case ROI that both the City and its’ plan members are making with it’s program.

This level of consultative analysis work together with strategic planning to deliver ultimately savings to the City’s plan.

7 HOW WILL YOU DEMONSTRATE THE SAVINGS?

Savings is typically demonstrated through ongoing financial analysis and testing budgeted cost against actual cost. This is weighed

against disruption and reported back to the City’s Management team.

8 HOW DO YOU REVIEW PPO DISCOUNTS AND WHAT IS YOUR CRITERIA FOR RECOMMENDING CHANGES IN NETWORK AFFILIATIONS?

INSURICA would prepare a Claims Repricing Analysis using the City’s health or dental plan’s top 50 to 100 CPT codes. The current information for the incumbent network is

compared to other prospective networks, which then would illustrating additional savings/cost as compared to the incumbent PPO and each competing PPO network option.

STRATEGIC PLANNING/VENDOR SELECTION

9 HOW WOULD YOUR FIRM HELP US DECIDE WHETHER WE SHOULD OFFER A CAFETERIA PLAN OR A MODIFIED FLEXIBLE PROGRAM?

INSURICA would first evaluate the City's overall need and interest, and then model the advantages versus disadvantages of both solutions. When implementing we would involve input from key compliance partners which would

include our Benefits Attorney and would work to align the City with an Administrator having the knowledge and flexibility to best serve the City's participants.

10 WHAT SORT OF BENCHMARKING DATA CAN YOU PROVIDE?

Valuable benefit trend benchmarking is one of the core pieces of information that INSURICA provides to our clients to help support their benefit plan design strategy and decisions. These benchmarking surveys and statistics provide data from leading consulting organizations from around the country and cover the following topics:

- Ancillary Benefits
- Benefit Costs
- Benefit Management
- Health Care Costs
- Health Care Reform (ACA)
- Health Plan Design
- Prescription Drug Design
- Retirement Plans

- Wellness Benefits
- Paid Time Off & Leave

In summation, INSURICA will prepare for the City of Chickasha each year a 92 page benchmark analysis of your group health and welfare program. The benchmark measures are sourced using Milliman's Comprehensive assessment of Health Plans Report. Using this tool, we will benchmark the City's program against 6,000 mid-market employers representing more than 1 million lives.

The study will drill-down to benchmark: National, Region, Size and Industry. Findings we deduct from this study will be used to develop goals during the initial stages of the Strategic Planning Process.

COST PROJECTIONS/ ONGOING REVIEW

1 HOW CAN YOU HELP US DEVELOP COST PROJECTIONS TIED TO OUR FISCAL GOALS?

Actuarial analysis is a key component of INSURICA's service approach. At onset of the partnership with City of Chickasha, INSURICA will test feasibility of funding arrangements to advise on proper funding strategies. A Management Report is built, which is a comprehensive report of the City's actual claims data along with highlighted areas of high utilization and recommendations to curb sending.

A PPACA Impact Analysis is provided to measure and forecast the impact to your plan of ever-changing ACA regulations. This will provide cost projections relating to current and impending taxes,

fees, and penalties associated with ACA.

A Prescription Management Report is compiled, allowing our team to assess whether the costs are appropriate and where problem areas may exist. By taking a deep dive into the detailed pharmacy and medical claims information, INSURICA can design a contribution structure to allow for appropriate funding and reserve building.

2 WHO DO YOU USE FOR ACTUARIAL SERVICES? PLEASE PROVIDE CREDENTIALS.

Through INSURICA, the City of Chickasha will have access to Milliman's actuarial insight that includes:

- **Benchmarking:** Customized Benchmark Analysis of Chickasha's group health and welfare program, leave, average salary range and more!
- **Renewal Projection:** This actuarial projection delivered in advance of the actual renewal will assist in setting preliminary budgets. It will include trend analysis, stop-loss analysis with Monte Carlo simulation, manual

rate from Health Cost Guidelines, premium equivalencies, and employee contributions.

- **Renewal Evaluation:** This is the final step in the renewal process and is conducted after receiving renewals from the insurance carriers. Milliman updates the calculations completed in the Renewal Projection with various items: additional claims experience, more recent enrollment, plan design changes, potential carrier changes, proposed administration fees, and stop-loss coverage options.
- **5-Year Projection:** Forecast of expected

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COST PROJECTIONS/ ONGOING REVIEW

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claims and expenses five years into the future based on your group's specific assumptions such as enrollment and trend. A range of conservative and aggressive estimates of projected costs are provided to team a better understanding of susceptibility to risk.

- **Stop-Loss Analysis:** Assessment of risks and costs for various stop-loss levels. Using Monte Carlo simulation, Milliman provides graphic display of potential scenarios to determine what options best-fit the City's risk preferences.
- **Financial Monitoring Report (FMR):**

Brings together claims experience, paid benefits, expenses, and budgets into one financial report for gross and net costs. Up-to-date forecasting leveraged through actuarial analysis turns "data" into "information" giving the ability to manage proactively, not reactively.

- **Plan Modeling:** INSURICA will use Milliman's proprietary models, Health Cost Guidelines to model the impact of proposed plan design changes.

7 HOW WILL YOU HELP WITH THE MANAGEMENT OF INSURANCE, INCLUDING: MONTHLY (OR QUARTERLY) SUPERVISION AND/OR PREPARATION OF CLAIMS ACTIVITY REPORTS FROM CARRIERS; EXECUTIVE SUMMARY REPORTS, UNDERWRITING ANALYSIS FOR ANNUAL RENEWALS; ANNUAL FINANCIAL PROJECTIONS FOR BUDGETING PURPOSES; AND ALTERNATIVE FUNDING ANALYSES?

INSURICA will first develop a market analysis of the City's employee group health and welfare program, which will serve as a detailed "roadmap" and will be instrumental in developing a strategic planning process that's sure to focus on both short and long term goals for the City.

Our team will utilize our Plan Advisor and

actuarial tools powered by Milliman to develop highly customized reporting. We will drill-down to evaluate the Plan's utilization and top drugs in both Specialty & Non-Specialty drug classes. So bottom-line, City of Chickasha would expect monthly or quarterly meetings to evaluate the ongoing financial performance of its' program.

PLAN ADMINISTRATION AND LEGISLATIVE COMPLIANCE

- 1** DO YOU HAVE AN IN-HOUSE BENEFITS ATTORNEY? IF YES, PLEASE PROVIDE HIS OR HER CREDENTIALS AND THE NUMBER OF YEARS HE OR SHE HAS PROVIDED COUNSEL ON BENEFITS ISSUES. IF NO, DO YOU USE AN EXTERNAL BENEFITS ATTORNEY? WHICH FIRM DO YOU USE?

INSURICA has an in-house counsel, Gary Jarmon, JD as well as utilizing an external benefits attorney, Jan Dumont.

GARY JARMON, JD: INSURICA's in-house counsel provides general compliance assistance and is available for contract review.

JAN DUMONT, Attorney: Jan has over 30 years of industry experience in the field of employee benefits. She was a Senior Manager of the Deloitte & Touche Oklahoma Benefits Practice prior to law school and before that worked for Blue Cross & Blue Shield of Oklahoma as a Marketing Account Executive.

Throughout her career she's represented both public and private employers, VEBA's, insurance companies, Third-party claims administrators, health care providers, and insurance agents and

brokers. She has in-depth expertise in health care plan design for self-insured plans, HIPAA Privacy and ongoing federal and state laws compliance, including ERISA and IRS.

Jan attended University of Oklahoma where she earned a Bachelor of Fine Arts and later Master of Education. In 1987, she earned her Juris Doctorate in 1987 from the University of Tulsa, and was admitted to Bar that same year. She is an active member of National Association of Health Underwriters, Oklahoma Association of Health Underwriters and Oklahoma County Association of Health Underwriters.

See Biographies

- 2** HOW DOES YOUR FIRM STAY CURRENT WITH STATE REGULATIONS THAT IMPACT MULTI-STATE EMPLOYERS?

INSURICA invests heavily in legal resources both for our teams and for our clients. Our legal resources are:

- Jan Dumont, JD: she serves as the firm's ERISA attorney, as she's available to the INSURICA team to help answer question

requiring legal guidance.

- Reagan Bloome, JD: Reagan comes to INSURICA through our partnership with Benefit Comply. She along with Bob Radecki facilitate INSURICA's monthly compliance webinars. In addition, she is available to INSURICA's team to

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PLAN ADMINISTRATION AND LEGISLATIVE COMPLIANCE

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answer question related to Federal legislation.

- **INSURICA's Legislative Brief:** INSURICA subscribes to a suite of technology, and included in the technology are updated legislative briefs. These briefs breakdown complex legislation into easy to read documents designed to share with our clients.
- **Benefit Comply:** Benefit Comply provides clients access to legislative briefs, compliance webinars and working through the Consulting team even legislative guidance.
- **ThinkHR:** Through ThinkHR clients have access to both state and Federal compliance assistance. This is accessed by either the online portal or through speaking with a staff member staffing the HR Hotline.
- **Gary Jarmon, JD:** INSURICA's in-house counsel provides general compliance assistance and is available for contract review.

In addition, INSURICA will provide the City access to an HR Hotline that is powered by

ThinkHR. The Hotline is available each business day from 7 am until 7pm central time providing your team direct access to compliance support who can assist with helping your team navigate challenging termination issues, discrimination claims, harassment issues and other common problems that emerge. Please know, responses provided to your team on the Hotline will also be provided in writing by email with any legal sources cited.

INSURICA goes one-step further to provide virtual training for the City's workforce. We will include a library of over 200 virtual training courses warehoused in our ThinkHR library. The course are provided as a value-add, which allow the City's Management and HR team to access and use for trainings as needed. Training topics would include but are not limited to: Workplace Safety, Harassment Training, Management Training and much more!

See attached Training Catalog and ThinkHR Workplace Overview

3

WILL YOUR FIRM NOTIFY THE CITY OF CHICKASHA OF CHANGES IN FEDERAL AND/OR LOCAL LAWS THAT WOULD AFFECT US?

Yes, INSURICA utilizes all resources to provide up-to-date and timely notices of Federal and

State legislation as well as industry trends and community engagement.

PLAN ADMINISTRATION AND LEGISLATIVE COMPLIANCE

4 EXPLAIN WHAT STEPS YOU HAVE TAKEN TO BECOME HIPAA COMPLIANT.

INSURICA’s employs a dedicated Compliance Officer whose duties include auditing files, random search of unlocked offices and cubicles in search for threats of Privacy breach. Company email

is encrypted and all colleagues have completed federally mandated HIPAA Privacy Training.

WELLNESS PROGRAMS

1 WHAT TOOLS CAN YOU PROVIDE THE CITY OF CHICKASHA TO HELP IMPLEMENT/CONTINUE OUR WELLNESS PROGRAM?

Your INSURICA Consultant and Account Executive are active participants in Assurex Global's *Wellness & Health Community*. The group serves as a forum made up of peers from across the country to share: best practices, ask questions and share resources.

This team of peers work together with Assurex to identify and vet new and emerging resources. As a result we've brainstormed and worked to break down data silos allowing us to aggregate results.

From here we've identified for our clients best-in-class resources to target better health and wellness strategies. Programs that have emerged from this peer group are: HealthCheck 360, which integrates with the TPA's claims administration allowing targeted focus on emerging trends that could ultimately impact claims cost. Another solutions focusing on wellness are: Viverae, Total Wellness and many more!

2 CAN YOU PROVIDE EXAMPLES OF LOW-COST WELLNESS TOOLS?

Yes, INSURICA is committed to helping you implement workplace wellness initiatives that will reduce health care costs and increase employee productivity and satisfaction. We can build and customize a wellness campaign specific to your company and employee needs. Through our online services, INSURICA can provide payroll stuffers, posters, employee newsletters (Live Well, Work Well) and educational flyers on health and wellness, designed to help you drive consumerism in your workplace. Our team will also provide the City of Chickasha with easily customizable, ready-to-go wellness program packages that will help you

implement and promote your own workplace wellness program.

For more aggressive wellness initiatives, INSURICA has access and knowledge of unique programs that work to complement and enhance data integration along with medical & pharmacy claims administration. This strategy aggregates data to create an ultimately rewarding experience for both the client's health plan and plan participants alike through promotion and engagement.

WELLNESS PROGRAMS

3 HOW CAN YOU HELP EVALUATE AND REFINE OUR WELLNESS PROGRAM OVER TIME?

INSURICA can help City of Chickasha design and implement a simple or complex wellness program. Many programs require a minimal investment of time and money. More substantial programs require more resources, but the long-term return on your investment can outweigh the cost.

Specifically, INSURICA provides each client

access to Health Shop, which is our library of customized wellness programs that include: Employer Implement Guide, Employee User Guide, results tracking tools and promotional posters, presentations and flyers used to help engage the employee in the program.

4 WHAT IS YOUR PROCESS FOR MEASURING THE SUCCESS OR FAILURE OF A WELLNESS PROGRAM?

INSURICA maintains relationship with firms focused solely upon providing comprehensive wellness programs to employers. These vendors are evaluated by your INSURICA consultant and wellness coordinator, and programs are specifically designed and tailored to client's needs. We work with vendors who provide "out-of-the-box" wellness solutions, as well as, those who support highly customized plans for clients with more complex wellness initiatives, including:

- **Biometric Screenings** – we work with various networks of providers across the state to deploy strategies for incentivizing biometric screen participation and resulting data collection. We provide these screenings through onsite testing or walk-in clinics. The

screening returns a 20-panel testing result and this data is used in predictive modeling through our data analysis tool, INNOVU.

- **Flu Shot Clinics:** The INSURICA team works with various industry vendors to administer onsite flu shots at the business location, or offer walk-in clinics. Our team coordinates the effort on behalf of the client.

- **Tobacco Cessation:** this program provides individualized coaching designed to address the physical behavioral addiction of nicotine.

- **Weight Loss Management:** INSURICA can leverage programs sponsored by Weight Watchers or Jenny Craig and work with Thunderbird Entertainment Center's Wellness team to establish a game plan for scheduling

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WELLNESS PROGRAMS

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meetings and helping to engage members to take advantage of the program.

Depending on the type of data collected through the wellness program, information can be

integrated along with our data analytics platform to bolster data used in the decision-making process.

HR TOOLS

- 1

DESCRIBE HOW YOU KEEP YOUR CLIENTS ABREAST OF EMPLOYMENT LAWS IN A TIMELY MANNER.

INSURICA is deeply committed to staying abreast of the ever-changing compliance landscape regarding employee benefit plans. We leverage our HR, Legal,

and Financial expertise to interpret the potential impact to our clients of any regulatory changes, and provide strategies for moving forward.
- 2

WHAT RESOURCES DO YOU PROVIDE TO HELP THE CITY OF CHICKASHA REMAIN COMPLIANT?

As our client, the City of Chickasha would have access through our team to regulatory analysts and legal professionals unmatched in their depth of experience and ability to assist employers with a wide variety of employee benefits compliance related issues including:

- Health Care Reform (PPACA)
 - Monthly Compliance Webinars hosted by INSURICA's compliance team
 - Benefit Comply
 - HIPAA Privacy & Security

- COBRA & State Continuation
 - ERISA
 - Section 125
 - HIPAA
 - HRA and HSA rules & regulations
 - State Insurance rules & regulations
 - IRS Form 5500
 - ACA Employer Reporting

3

WHAT TYPES OF MATERIALS CAN YOU PROVIDE TO COMMUNICATE PERTINENT INFORMATION TO THE CITY OF CHICKASHA EMPLOYEES?

INSURICA releases timely communications when important compliance events occur, legislation is passed or regulations are released. A more

detailed analysis and whitepapers on important compliance topics are sent out to our clients.
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HR TOOLS

4

DO YOU HAVE ANY INTERNET-BASED EMPLOYEE COMMUNICATION TOOLS?

INSURICA employs a dedicated team tasked with constantly vetting emerging client technology and services. While our suite of technology and service is ever-changing to meet the nuances of the industry, INSURICA today provides the following to our clients:

- MyWave: This web-based tool is provided to our client's HR teams. The tool provides them access to industry benchmarks, white papers, legislative briefs, HR compliance checklists and more.
- MyCommunity: provides access to over 26,000 peers across the country. Users can post questions and receive answers, share ideas and brainstorm with peers working in the benefits industry.
- HRConnection: is INSURICA's basic electronic election platform. This no cost technology provides employees 24/7 access to important plan information such as: benefit policies, SBC's, plan premiums, as well as, links to provider networks. In addition, HRConnection serves as the electronic enrollment platform during the plan's annual open enrollment period. HRConnection enrollment reports are used to manage eligibility, as this system does not currently offer direct electronic feed to the carriers.
- Benefits Connect: is INSURICA's more comprehensive enrollment platform. This platform allows employees access to enroll electronically during open enrollment, but also continue to serve COL's new hires by granting access to enroll throughout the year as new members join the plan. Benefits Connect is also a "smart system" performing basic underwriting functionality for voluntary coverage, and serves as a 24/7 portal for members to access plan information. Benefits Connect enrollment is provided to each carrier through direct feed that is established during the setup of the system.
 - o ACA Manager: Included with Benefits Connect is the ACA Manager. This capability audits the plan's cost testing affordability, but more importantly it manages the employer's 1094 & 1095 ACA reporting requirements.
- ThinkHR: is INSURICA's HR Hotline our clients can access to gain help with difficult HR issues. Topics range from difficult terminations, plan eligibility, ACA compliance and more. A team of certified HR professionals are supported by Benefit and ERISA attorneys available to provide answers to tough questions. ThinkHR is available to the client both telephonically and by email. In addition, ThinkHR provides users access to a Handbook Builder Tool, salary surveys, job

(cont. on next page)

HR TOOLS

(cont. from previous page)

description builder, compliance webinars and much more.

o ThinkHR Training: In addition to the learning portal and hotline, ThinkHR covers over 200 topics by designing training courses that

employers can utilize and include in their own training programs.

FEES

1 DESCRIBE YOUR PROPOSED FORM OF COMPENSATION (E.G., COMMISSION, ANNUAL RETAINER, FEE-FOR-SERVICE). IF YOU ARE PROPOSING A FEE, PLEASE INCLUDE YOUR FEE SCHEDULE/HOURLY RATES.

INSURICA provides its’ client partners the flexibility of paying compensation through either a fixed fee agreement, or through commissions which are

included in policy premiums. We look to the client to provide us their preferred method for paying compensation owed to our company.

2 IF YOU CHARGE FEES FOR CONSULTING AND EMPLOYEE COMMUNICATION, PLEASE INDICATE THE BASIS OF YOUR CHARGES (HOURLY, BY PROJECT, ETC.) AND WHAT TYPICAL CHARGES MIGHT BE.

INSURICA does not price it’s services on a per project basis, but instead provides our clients a unique consultative experience with managing their employee benefit program. Our team is high-touch and client focused supporting a comprehensive service model.

INSURICA’s proposed fixed fee is typically very competitive and derived from using a small percentage of the medical premium cost.

REFERENCES/OTHER

- 1

HOW MANY CLIENTS OF SIMILAR SIZE TO THE CITY OF CHICKASHA HAVE YOU LOST IN THE LAST THREE YEARS? EXPLAIN.

INSURICA has lost only one client of similar size, which was a result of a change in organizational leadership who preferred another firm for which they had a past partnership. Despite having

historically having done an excellent job for this client, INSURICA was not afforded an opportunity by this new Administration team to meet or to even prove our value to the employer.

- 2

PLEASE PROVIDE REFERENCES THAT INCLUDE NAME, ADDRESS, PHONE NUMBER AND LENGTH OF TIME ASSOCIATED WITH YOUR ORGANIZATION. INDICATE WHETHER YOUR FIRM’S ROLE WAS AS A BROKER, CONSULTANT OR BOTH. PLEASE PROVIDE A MINIMUM OF FOUR REFERENCES, INCLUDING AT LEAST ONE THAT IS A PREVIOUS CLIENT.

Current Client Referrals:

CITY OF EL RENO

Tammy Brookshire, PHR Director of Human Resources
PO Drawer 700 | El Reno, OK 73036
Phone: 405-295-9309
Email: Kbrookshire@cityofelreno.com
Service Role: Broker
Tenure: 5 years

CITY OF SHAWNEE

Jennifer Greenland, Director of Human Resources
16 W. 9th Street | Shawnee, OK 74801
Phone: 405-878-1669
Email: Jgreenland@shawneeok.org
Service Role: Consultant
Tenure: 17 years

(cont. on next page)

REFERENCES/OTHER

(cont. from previous page)

CITY OF YUKON

Cindi Shivers PHR, SHRM-CP, Director of Human Resources
500 W. Main St. | Yukon, OK 73099
Phone: 405-354-1895
Email: Cshivers@cityofyukonok.gov
Service Role: Broker
Tenure: 8 years

BAPTIST GENERAL CONVENTION OF OKLAHOMA

Thomas Jordan – Director of Church & Employee Benefits
3800 N. May Avenue | Oklahoma City, OK 73112
Phone: 405-342-3800
Email: Tjordan@oklahomabaptists.org
Service Role: Consultant
Tenure: 22 years

BAPTIST VILLAGE COMMUNITIES (Former Client)

Ken Mills – Chief Financial Officer
3800 N. May Avenue | Oklahoma City, OK 73112
Phone: 405-942-3800 ext 4676
Email: Kmills@baptistvillage.org
Service Role: Broker
Tenure: 10 years

REFERENCES/OTHER

3

DESCRIBE ANY OTHER FACETS OF YOUR ORGANIZATION AND YOUR FIRM’S EXPERIENCE THAT ARE RELEVANT TO THIS PROPOSAL WHICH HAVE NOT BEEN PREVIOUSLY DESCRIBED AND THAT YOU FEEL WARRANT CONSIDERATION. SINCE THE CITY CURRENTLY HAS A FULLY-INSURED CONTRACT, IT WOULD BE OF SIGNIFICANT BENEFIT FOR THE CITY TO ENGAGE INSURICA’S DEDICATED PLAN ADMINISTRATION OF THE INSURE OKLAHOMA PROGRAM. THIS STRATEGY ALONE COULD EASILY DRIVE DOWN CITY OF CHICKASHA’S COST IN THE HUNDREDS OF THOUSANDS OF DOLLARS WHILE CREATING ZERO DISRUPTION FOR THE CITY’S TEAM OR FOR QUALIFIED EMPLOYEES.

We not only encourage the City but challenge the team to speak with our references all of which are leveraging our team to manage this value added service. Incorporating this strategy with

our personalized service, industry knowledge and standing makes INSURICA an overall best-fit for the City to partner with in the coming year.

SECTION I



INSUINS-01

JKRUSE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/24/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INSURICA TX Insurance Services, Inc. 2400 N Glenville Dr, Ste B125 Richardson, TX 75082	CONTACT NAME: Lynn Dockins, ACSR	
	PHONE (A/C, No, Ext): (469) 443-3382	FAX (A/C, No): (972) 419-5349
	E-MAIL ADDRESS: Lynn.Dockins@INSURICA.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Great American E&S Insurance Company	
INSURED INSURICA, INC. ETAL P. O. Box 25928 Oklahoma City, OK 73125	NAIC # 37532	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab.			TER2861028	10/1/2020	10/1/2021	Each Accident 15,000,000
A	Professional Liab.			TER2861028	10/1/2020	10/1/2021	Aggregate 15,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Chickasha Attn: Lisa Furr, Assistant City Manager 117 N 4th St. Chickasha, OK 73018	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

INSURICA - Named Insured List

xxx INSURICA, Inc.
N.A.S. Insurance Agency, Inc. d/b/a North American
North American Insurance Agency of Lawton, LLC
dba INSURICA of Lawton

Global Premium Finance, LLC
Global Premium Finance West, Inc.
CTK North American LLC
dba CTK North American Insurance Services, LLC
INSURICA Insurance Management
Network of Tulsa, LLC

INSURICA Southwest Insurance Services, LLC
(formerly Minard-Ames Insurance Services, LLC)
Risk Services of Arkansas LLC
INSURICA Express, LLC

INSURICA TX Insurance Services, Inc.
dba Hilliard Box Insurance
dba INSURICA Hilliard Box Insurance

INSURICA CA Insurance Services, Inc.
dba Walter Mortensen Insurance
dba INSURICA Walter Mortensen Insurance
dba Paso Robles Insurance Agency
dba INSURICA Paso Robles Insurance Agency

INSURICA DFB Insurance Services, LLC
First Texas Insurance Services, LLC
Meyers & McComis, Inc. dba Meyers Agency
MMI Insurance Agency, LLC

INSURICA TX Holdings, LLC
NAS Risk Solutions, LLC
INSURICA of Central Oklahoma, LLC
North American Limited Agency, Inc.
Broker Source, LLC
Global Express Underwriters, LLC
Envision Captive Consultants, LLC

SECTION II



TOTAL COMPENSATION STATEMENT

Prepared for:

2021 Benefits Statement

Dear Joe Smith:

This personal benefits statement is a brief outline of the benefits provides to you. It summarizes each benefit and illustrates the significance of your benefits package as part of your total compensation. Please review the information carefully and direct any questions or concerns to Jane Doe at 414-444-5586.

**TOTAL
COMPENSATION:**
\$39,419.18

Personal Information:		Employment Information:	
SSN\Employee ID:	088-88-8888	Date of Hire:	January 1, 2002
Name:	Joe Smith	Annual Base Salary:	\$32,562.00
Address:	800 Langdon St.	Job Title:	Electrician
City, State, Zip	Madison, WI 53706		

Benefit Name:	Benefit Description:	Annual Cost:	
		Employer Cost:	Employee Cost:
Medical	UnitedHealthcare Choice	\$4,684.42	\$ 783.90
Dental	MetLife Dental Plan	\$ 360.88	\$ 226.20
Vision	Vision Service Plan Discount Card	\$ 0.00	\$ 25.00
Employer-provided Short-term Disability	Company Provided STD benefit equal to 60% of your weekly rate for maximum benefit period of 13 weeks	\$ 125.10	\$ 0.00
Employer-provided Long-term Disability	Company provided LTD monthly benefit begins after 90 days of total disability. Benefit equivalent to 70% of basic monthly earnings while disabled up to age 65.	\$ 210.20	\$ 0.00
Employer-provided Basic Life & AD&D	One times salary to maximum benefit of \$100,000	\$ 174.10	\$ 0.00
Voluntary/Supplement Life	No coverage	\$ 0.00	\$ 0.00
Dependent Life	No Coverage	\$ 0.00	\$ 0.00
Voluntary Long-term Care	Base plan covers \$1,000 per month facility for 3 years or \$500 per month homecare for 6 years.	\$ 0.00	\$ 0.00
Health Care Spending Account	2005 Contribution	\$ 0.00	\$ 364.00
Dependent Care Spending Account	Paid Yearly	\$ 0.00	\$5,000.00

Commuter Expense Reimbursement Account	Paid Yearly	\$ 0.00	\$ 800.00
401(k) Plan	Can elect to defer up to 25% of your income pretax. Company match is 50% of withholdings up to 4%.	\$1,302.48	\$2,604.96
Profit sharing	Determined annually by board of directors based on profitability	\$ 0.00	\$ 650.54
Employee Stock Purchase Plan	Shares of company stock can be purchased 2 times annually with a 15% discount (see plan document for more details).	\$ 0.00	\$ 650.54
Total Benefits Cost:		\$6,857.18	\$11,105.14
Plus Annual Base Salary:		\$32,562.00	
TOTAL COMPENSATION:		\$39,419.18	
Cost of employer-sponsored benefits as a percentage of total compensation:		17.40%	

Miscellaneous Benefits:	Benefit Description:
401(k) and Profit Sharing	ABC Co. is pleased to partner with you in providing for your retirement. Our tax-deferred 401(k) plan offers you many advantages over a typical savings account. With a 401 (k) plan, the money you put in the account is tax-deferred. Additionally, the interest you earn on the money in your account grows without having taxes withheld, so the total grows much quicker than it would without this tax advantage.
Bereavement Pay	We have taken into consideration the personal needs which arise from the death of an immediate family member. Up to 5 days off may be granted with pay.
Credit union membership	As an employee you are eligible for membership in the Southeastern State Credit Union. See HR for details.
Direct Deposit	Direct Deposit to your financial institution is available for our convenience. See HR for details.
Employee Assistance Program	An employee assistance program is available for all employees and their families for confidential assistance in dealing with personal concerns.
Paid Holidays	ABC Co. recognizes 10 paid holidays each year, typically: New Year's Day and the day before or after; President's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day and the day following; and Christmas Day and the day before or after.
Jury Duty Pay	If you are chosen for jury duty you will be provided with your regular pay minus any compensation from the court for up to 10 working days.
Onsite Child Care	Contact Great Kids at (800) 555-5555 for information.
Severance Pay	Negotiated upon hire.
Paid Sick Days	Our sick leave policy is established to assist you when you are unable to work due to illness, injury, or a medical condition.
Tuition Reimbursement	100% reimbursement of tuition and course-required books for classes pertinent to present position or next logical step. Course must be from accredited school, college or university. Reimbursement not to exceed \$1500 annually.
Uniform Expense	\$200 annually is allowed for purchase of uniforms.
Vacation	Each employee earns 10 days of vacation in the first year of employment. One vacation day is added for each additional year of employment up to a maximum of 25 days per year.
Voting Leave	ABC Co. provides up to 2 hours to vote in both the primary and general elections held each year.
Wellness Program	Up to \$100 annually for eligible wellness classes, health club membership or weight loss program. See HR for program details.

Please contact Human Resources with questions or comments about your personal benefits summary. is pleased to be able to offer these valuable benefits to you, and we thank you for being a partner in our success.

Every effort has been made to ensure that the information in this statement is accurate; however no warranty of complete accuracy is made. This report does not in any way constitute a contract of employment. reserves the right to amend pay and benefits at any time without notice. If you feel an error has been made or have any questions, please contact Human Resources.

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HRInsights

Brought to you by the insurance professionals at
INSURICA

Diabetes: The Employer's Role

People suffering from diabetes can be found at workplaces. These individuals do not want their disease to interfere with their everyday lives or careers, and with proper disease management, they can and will continue to be productive members of the workforce.

Employees with diabetes can have an impact on your company. It can cause increased health care costs and hamper productivity if the disease is not properly managed. However, it is important for employers to avoid discriminating against employees with diabetes. By providing diabetes management education and support for your employees, you can help them manage their conditions and remain productive workers.

Types of Diabetes

Type 1 diabetes:

- Usually diagnosed before age 30
- Pancreas produces little or no insulin, so the body cannot control the amount of sugar (glucose) in the blood.
- Type 1 diabetes sufferers take insulin and monitor their blood sugar, eat healthy foods and engage in regular physical fitness to control blood sugar levels.

Type 2 diabetes:

- Usually diagnosed after age 40
- Pancreas produces insufficient amounts of insulin and/or the body cannot use the insulin to control blood sugar levels.

- Managed by eating healthy foods, engaging in regular physical fitness, taking medication and monitoring blood sugar levels.

Gestational diabetes:

- Pregnant women can develop gestational diabetes when blood sugar becomes elevated because their bodies cannot produce enough insulin or cannot use insulin properly.
- Managed similar to Type 2 diabetes

The Employer's Role

Since diabetic employees need education to manage their disease, you can take an active role to help in their efforts. Here are some easy yet effective ways to assist your diabetic employees:

- Create a supportive work environment so that employees feel comfortable performing behaviors to manage their condition (taking insulin shots or monitoring blood sugar).
- Provide opportunities for all employees to live healthier lifestyles to reduce the risk of developing chronic conditions such as diabetes.
- Provide healthy food options at employee functions.

INSURICA®

- Educate employees on prevention and early detection methods.
- Increase awareness of blood sugar management.
- Offer high quality medical care and educate your employees on the care that they have at their disposal by outlining their covered benefits, services and supplies provided to control their disease.
- Promote blood sugar management techniques for diabetic employees to control blood glucose levels. This will improve their quality of life and will reduce health care costs.

ADA Implications

The Americans with Disabilities Act (ADA) is a federal law that prohibits discrimination against individuals with disabilities. Since an employee with diabetes may be considered disabled under the ADA, employers need to understand their rights and obligations under the ADA.

Under Title I of the ADA, qualified individuals with disabilities are protected from discrimination in the job application process; in hiring, firing, advancement, compensation and job training; and in other terms, conditions and privileges of employment. Employers are also required to provide reasonable accommodations to qualified individuals with disabilities, provided that the accommodations do not impose an “undue hardship” on the employer’s business.

When is diabetes considered a disability?

The determination of whether a person has a disability under the ADA is made on a case-by-case basis. Diabetes is a disability when it substantially limits one or more of a person’s major life activities, or if the diabetes was substantially limiting in the past. Major life activities are activities that an average person can perform with little or no difficulty, such as working, caring for oneself and walking. Diabetes could also be a disability when it causes side effects or complications that substantially limit a major life activity. Finally, a person could be considered disabled if an employer simply treats a person as though diabetes substantially limits his or her major life activities.

When may an employer ask an applicant questions about his or her diabetes?

During the application stage, an employer may not ask questions about an applicant’s medical condition or require a medical examination. In the event an applicant voluntarily tells an employer about his or her diabetes, an employer may only ask whether the applicant needs a reasonable accommodation and what type of accommodation is necessary. Once a job offer is made, an employer may ask questions about an applicant’s health and may require a medical exam. However, the employer must treat all applicants the same. The fact that an applicant has diabetes may not be used to withdraw a job offer if the applicant is able to perform the essential functions of the job, with or without reasonable accommodation, and without posing a direct threat to safety.

When may an employer ask an employee questions about his or her diabetes?

An employer may ask an employee questions or require a medical exam only if the employer has a legitimate reason based on objective medical evidence to believe that diabetes or another medical condition may be affecting an employee’s ability to do his or her job, or that the employee is a direct threat to safety.

An employer may also ask about diabetes when an employee requests a reasonable accommodation because of his or her diabetes, or if the employee participates in a voluntary wellness program that focuses on early detection, screening and management of diseases such as diabetes. In general, an employer may only use the information provided by the employee to make reasonable accommodations or to determine whether the employee is a direct threat to safety.

What is a reasonable accommodation for an employee with diabetes?

Accommodations will vary depending on the person. The ADA requires employers to provide modifications requested by employees unless doing so would be a significant difficulty or expense. The employer should ask the employee what they need to help do their job.

Accommodations for diabetic employees may include:

- A private area to test blood sugar levels or take insulin
- A place to rest until blood sugar levels become normal
- Breaks to eat or drink, take medication or test blood sugar levels
- Leave for treatment
- Modified work schedules or shift changes

An employer does not have to provide the most difficult or the most costly accommodation if there is an easier or less costly way to meet an employee's needs.

Can an employer disclose that an employee has diabetes?

An employer must keep any medical information that it learns about an applicant or an employee confidential. However, there are limited exceptions:

- Disclosure to supervisors that an employee has diabetes, to provide a reasonable accommodation or to meet an employee's work restrictions
- Disclosure to first aid and safety personnel if an employee needs emergency treatment or some other assistance
- Disclosure to individuals investigating compliance with the ADA and similar state and local laws
- Disclosure when needed for workers' compensation insurance purposes, such as for processing claims

Real-life Example

According to the Wisconsin Diabetes Prevention & Control Program, a division of the Department of Health Services, diabetes management programs are effective in the workplace. A 12-week study of 569 male employees who had Type 2 diabetes revealed these results:

- Employees who had assistance managing their diabetes were more productive on the job and able to remain employed longer than those who did not manage their blood sugar levels.
- The lost earnings from absenteeism were estimated at \$24 per employee per month for those who had assistance managing their blood sugar levels versus

\$115 per employee per month for those who had uncontrolled blood sugar levels.

- Employees with assistance had fewer instances of needing bed rest and restricted activities than those who did not have diabetes management assistance.

SECTION III

COVID-19 - Potential Employer Impact

Demo – School

Innovu Universe Benchmark Experience (per 100,000)

The coronavirus was declared a pandemic on March 11, 2020. To help scale and monitor the impact of COVID-19 for our customers, claims data is analyzed to identify members that have tested for the COVID virus and the antibody starting March 1, measure the healthcare cost trends pre and post pandemic, and identify members at increased risk for the infection.

As of 1/21/21 the total cases in the U.S is 24,876,261 (7,493/100k) with 416,010 deaths.

https://covid.cdc.gov/covid-data-tracker/#cases_casesper100k

Members with 'probable' or 'confirmed' coronavirus infections are reported in claims based on CDC guidelines.

<https://www.cdc.gov/nchs/data/icd/COVID-19-guidelines-final.pdf>

Antibody Tested Members

Innovu Universe

2,622

Virus Tested Members

Innovu Universe

20,496

COVID Probable Cases

Innovu Universe

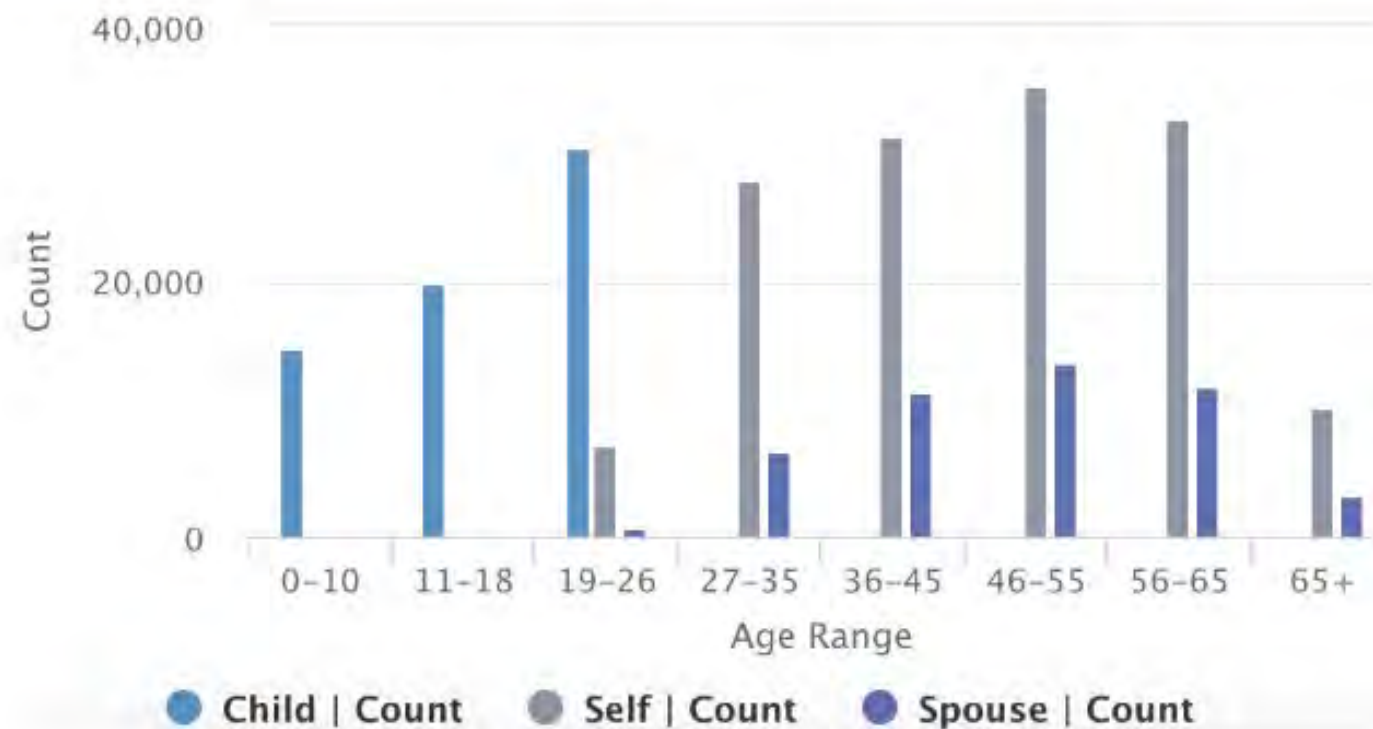
17,597

COVID Confirmed Cases

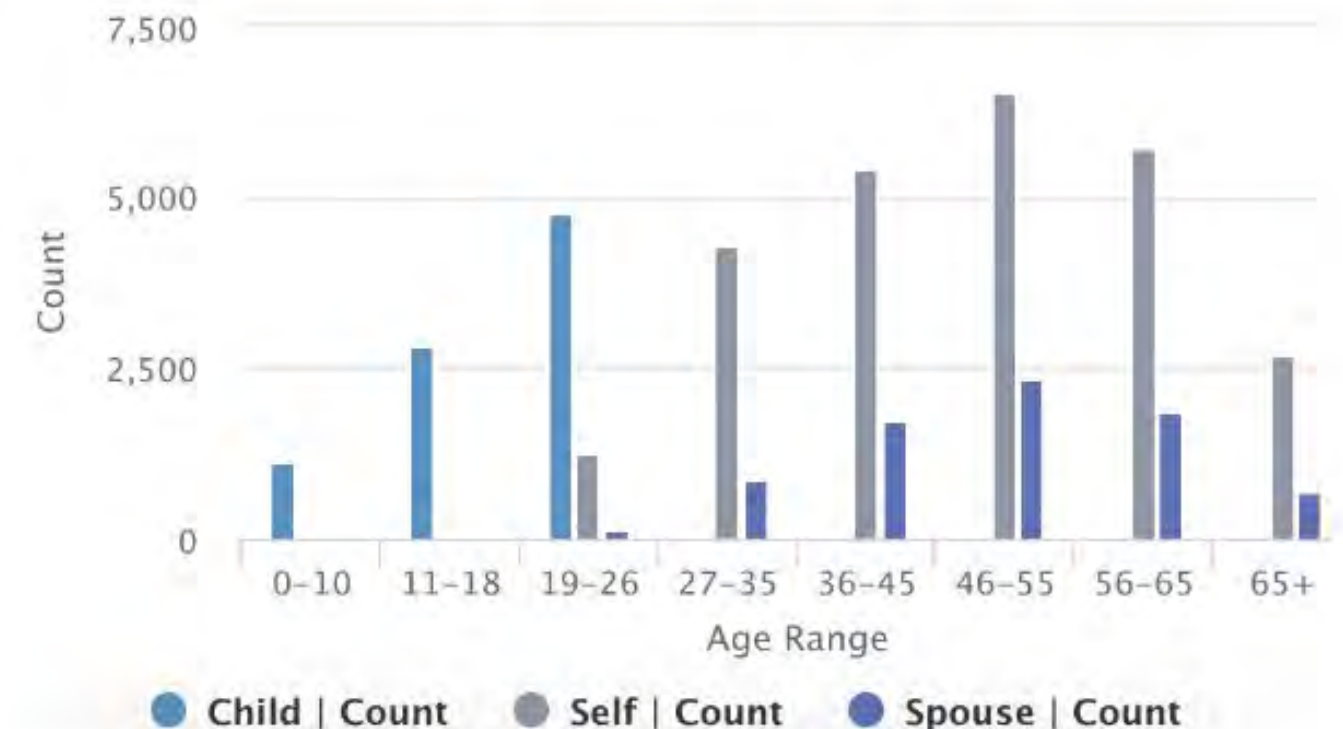
Innovu Universe

3,583

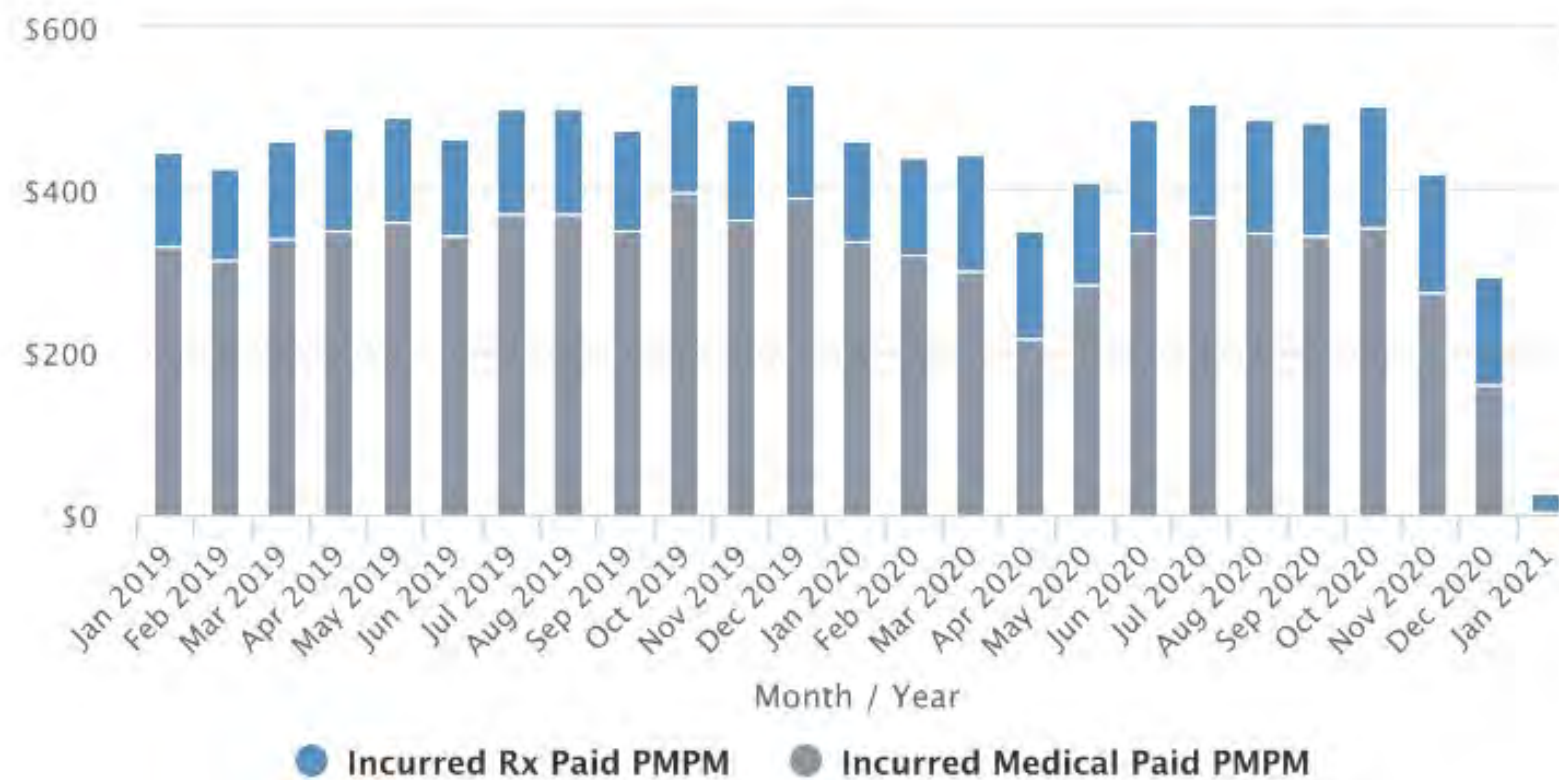
Innovu Universe Tested Members by Age and Relation



Innovu Universe Cases by Age and Relation



Innovu Universe Medical / Rx Paid PMPM



Emergency Drugs to Treat Coronavirus.

Veklury (Remdesivir) is now FDA approved to treat adults and children hospitalized with severe cases of COVID-19.

Convalescent Plasma received an Emergency Use Authorization from the FDA for the treatment of hospitalized patients with COVID-19.

Dexamethasone is a corticosteroid that is recommended in patients with COVID-19 who are on a ventilator or require supplemental oxygen.

Chloroquine and *Hydroxychloroquine (HCQ)* are currently approved to treat malaria and certain inflammatory conditions. The FDA revoked the emergency use authorization that permitted use in certain patients with COVID on June 16.

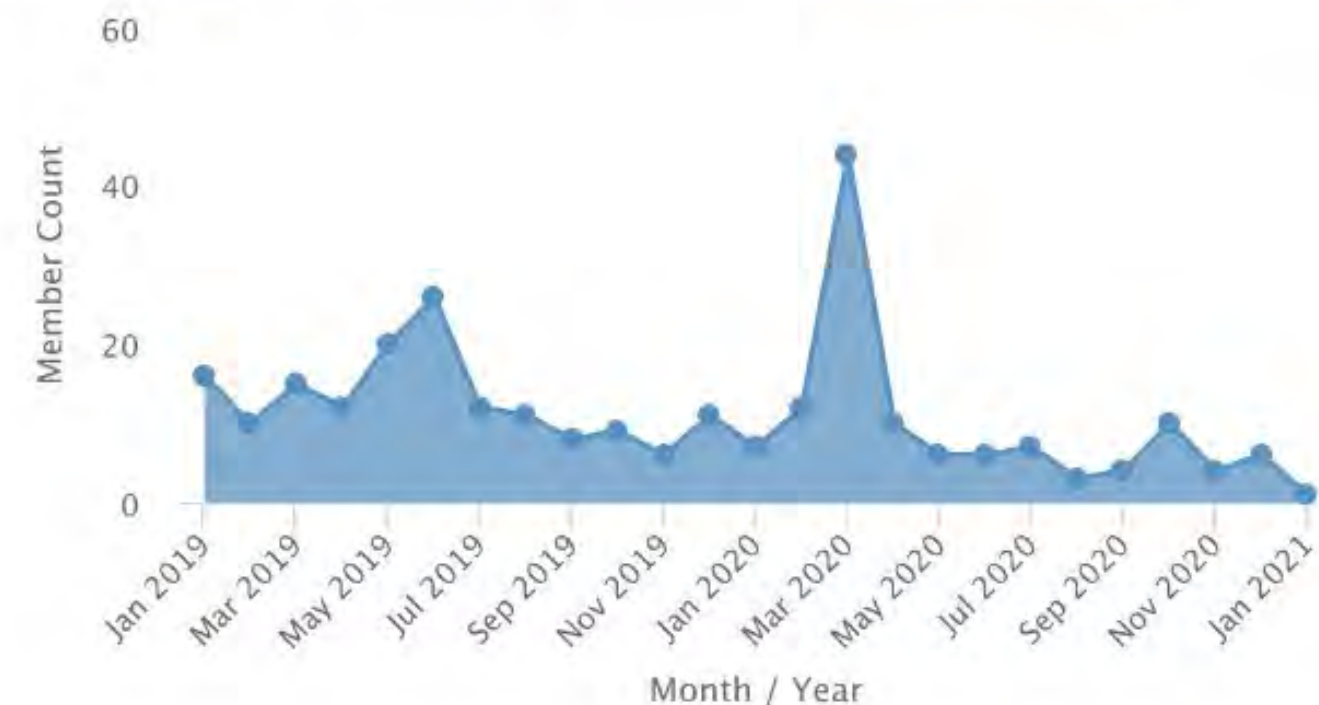
<https://www.covid19treatmentguidelines.nih.gov/whats-new/>

Note: Data for current month may be incomplete until new data is received and loaded.

Innovu Universe Members on HCQ



Innovu Universe Members on Chloroquine



Organization Demographic Risk

Older adults are at higher risk of getting seriously ill if infected with COVID-19. https://www.cdc.gov/coronavirus/2019_groups-at-higher-risk.html

Enrolled 20-44

17,188

Enrolled 45-54

9,118

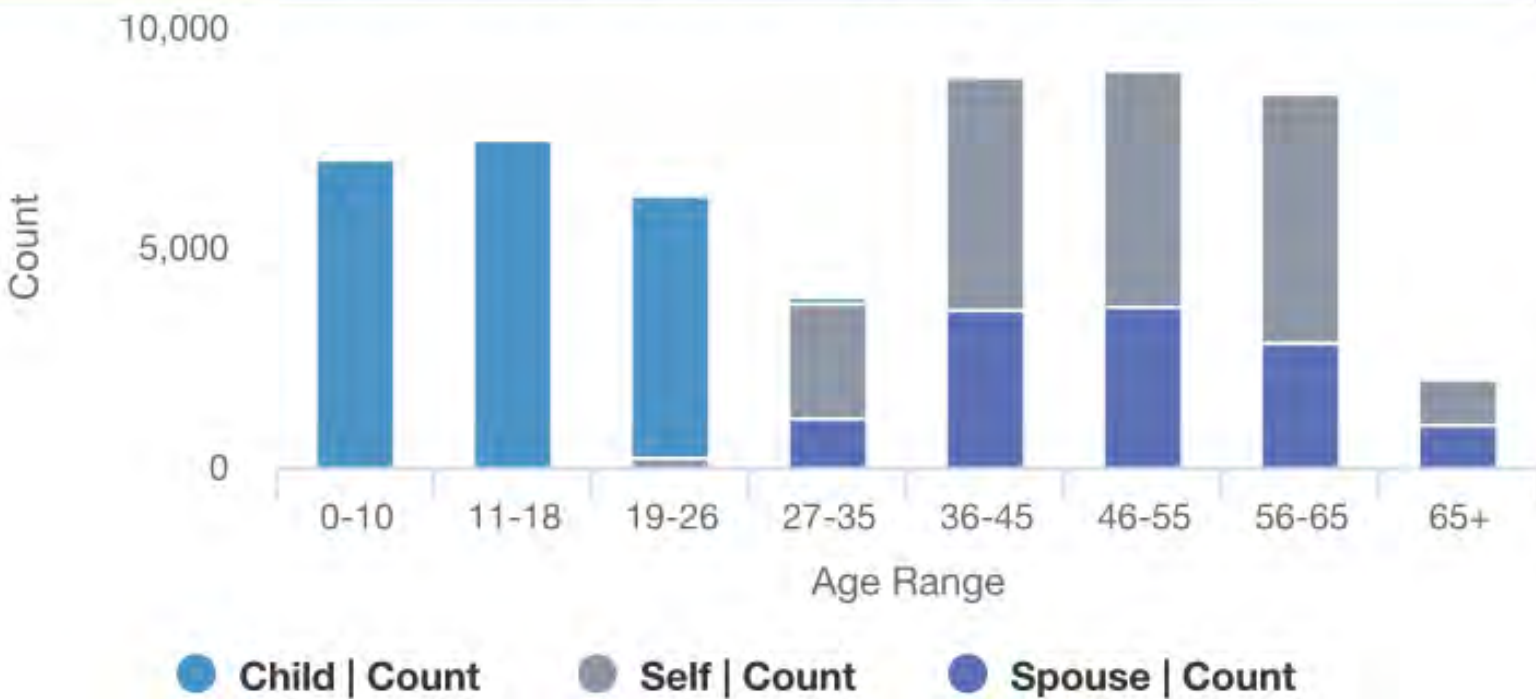
Enrolled 55-64

8,322

Enrolled 65-84

2,937

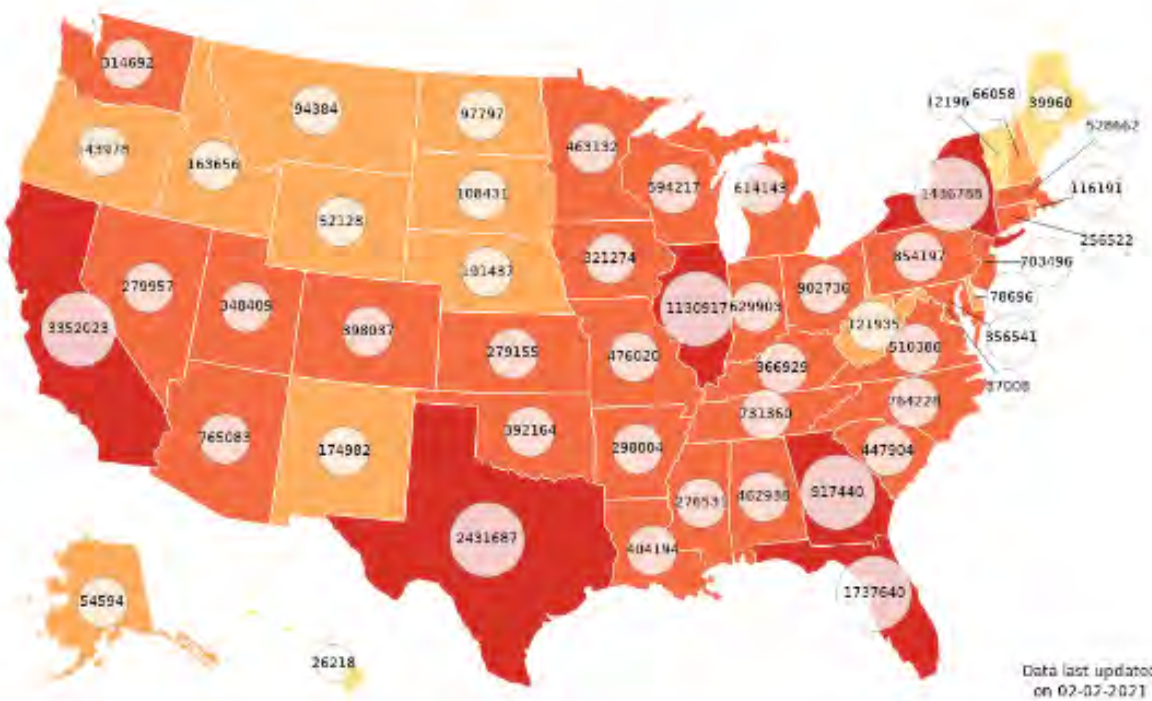
Members Enrolled 60-90 Days Ago



Members Enrolled 60-90 Days Ago

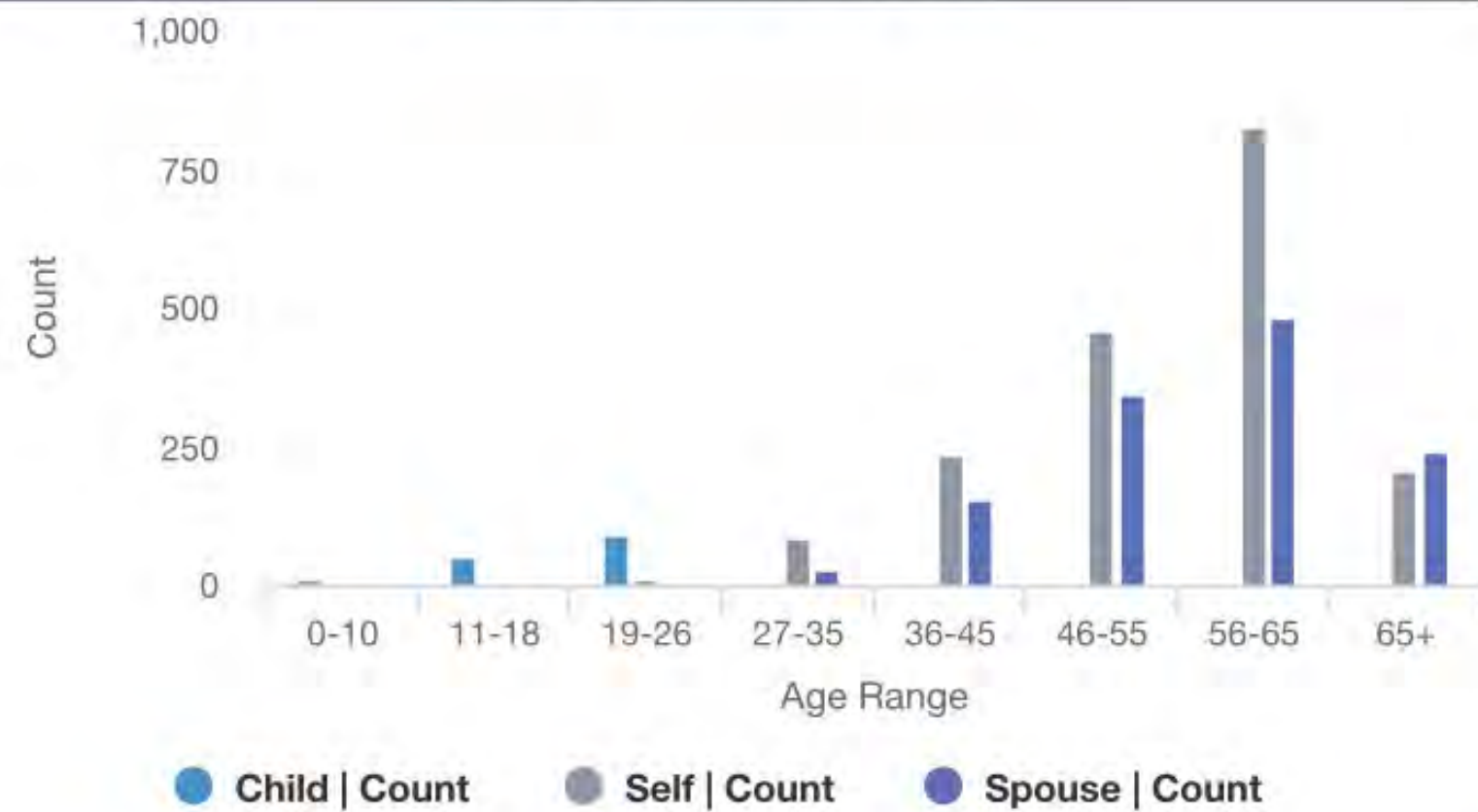


National COVID-19 Cases (per Johns Hopkins)

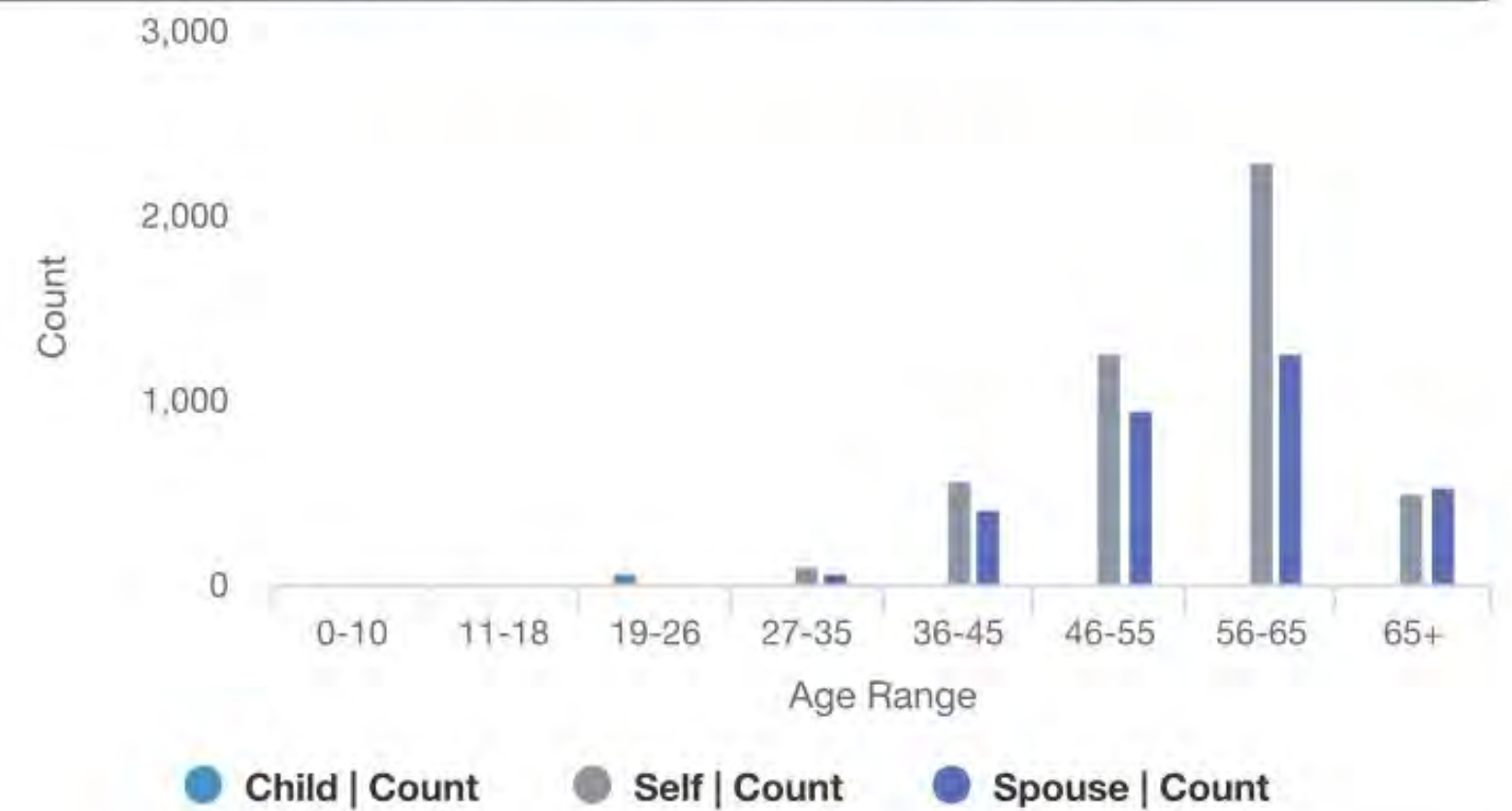


Organization Risk by Medical Condition

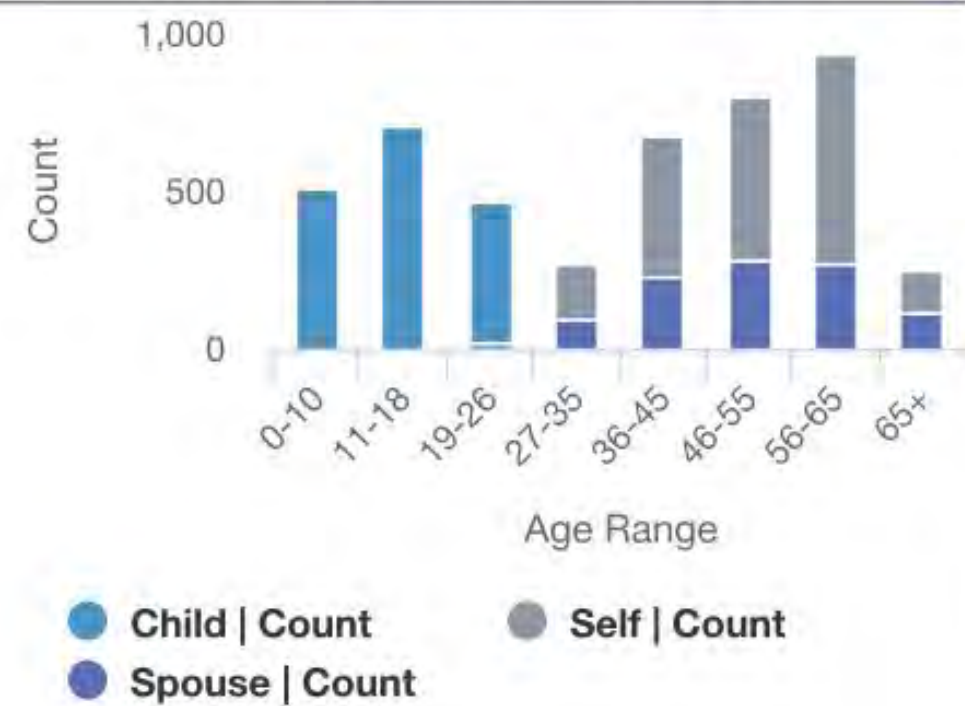
Members with Diabetes



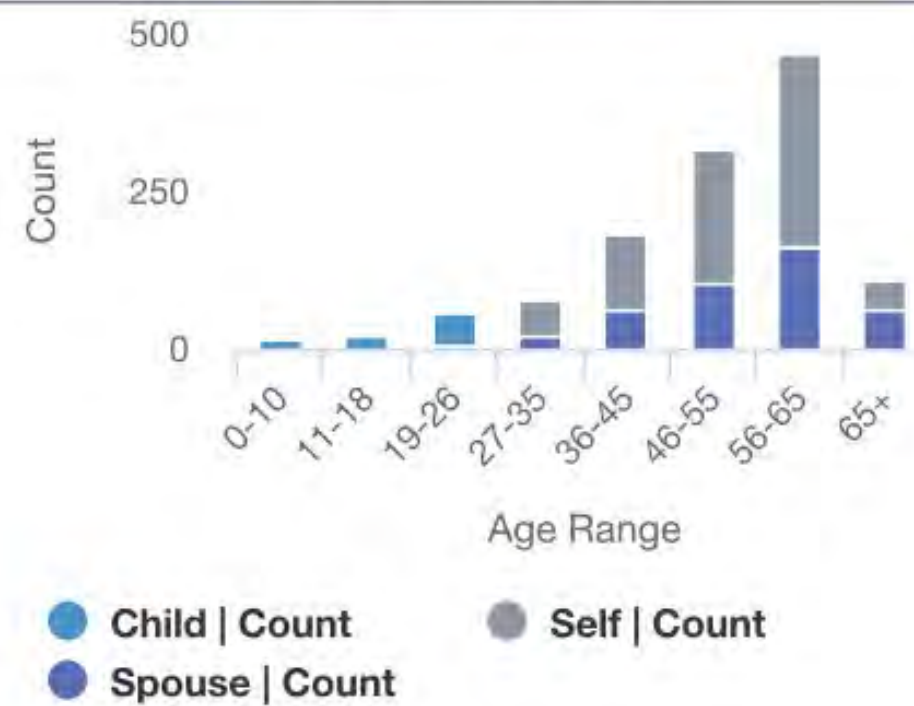
Members with HTN or Heart Failure



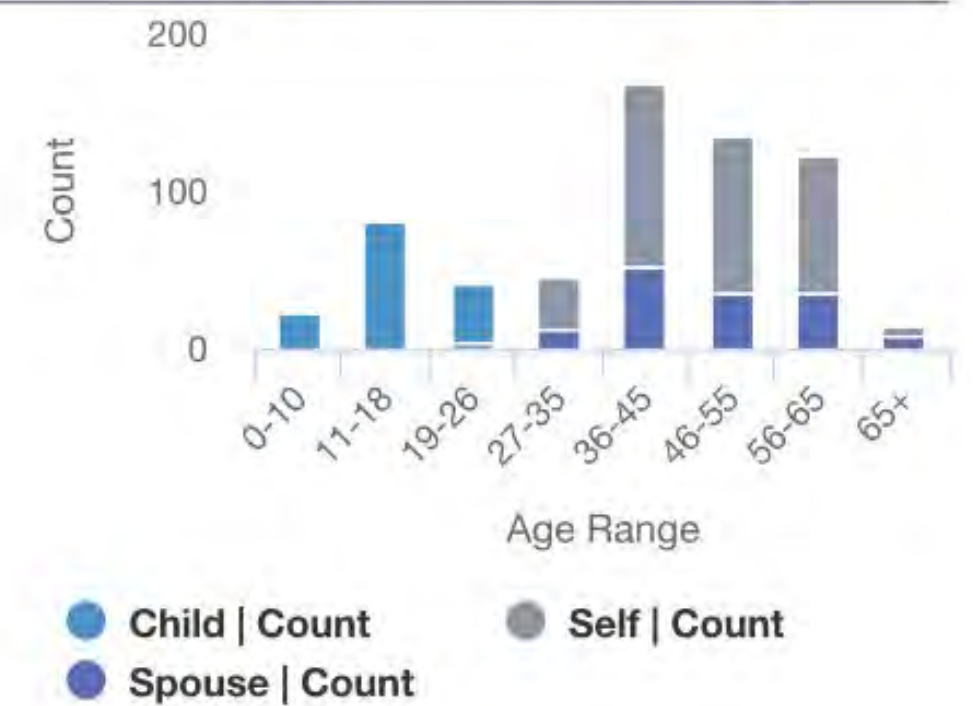
Members with Asthma or COPD



Members with Cancer



Members on Immunotherapy



Organization COVID-19 Experience

Antibody Tested Members

637

Virus Tested Members

11,614

Amount Paid for Testing

\$1,408,824

Employee Testing Costs

\$0

COVID Probable Cases

11,147

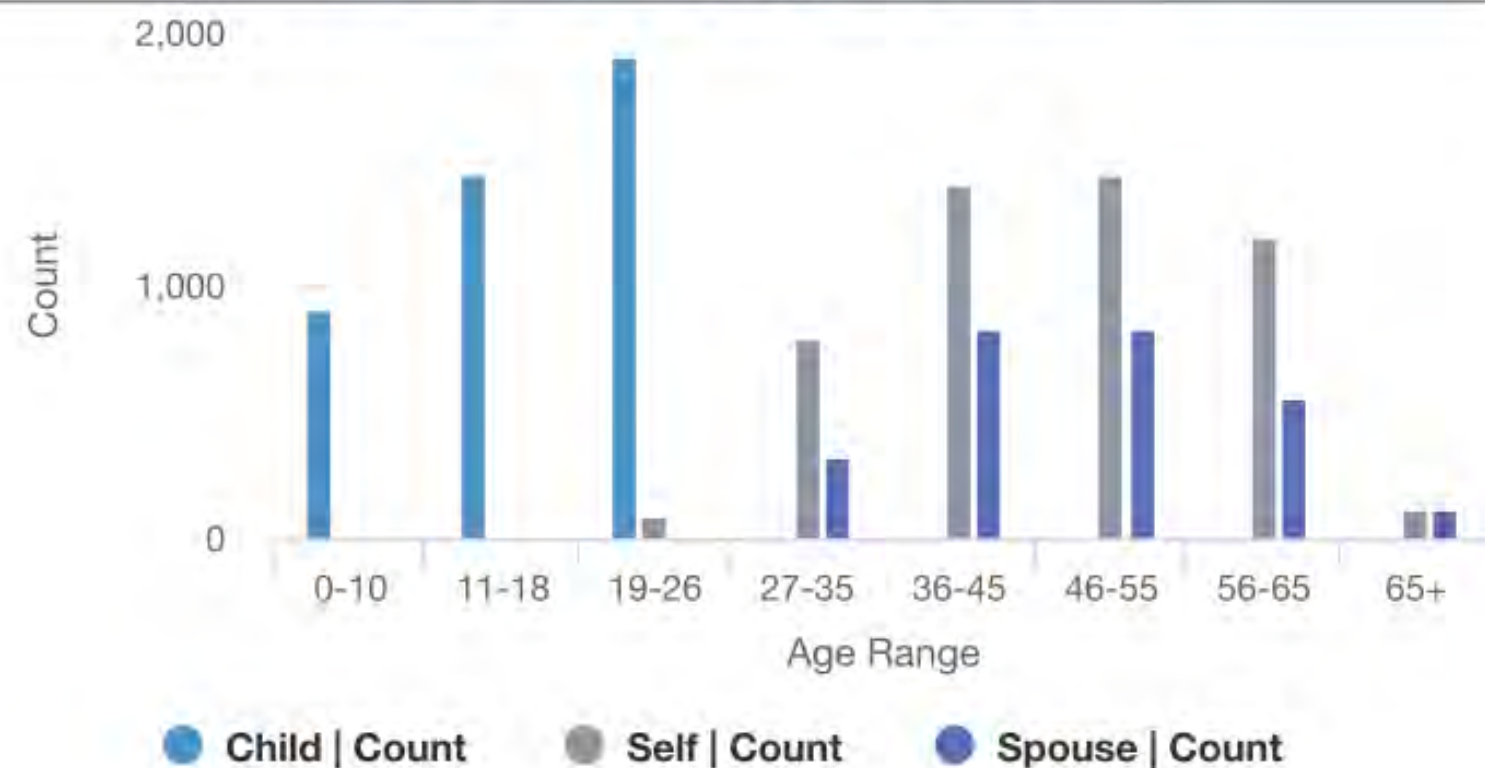
COVID Confirmed Cases

1,984

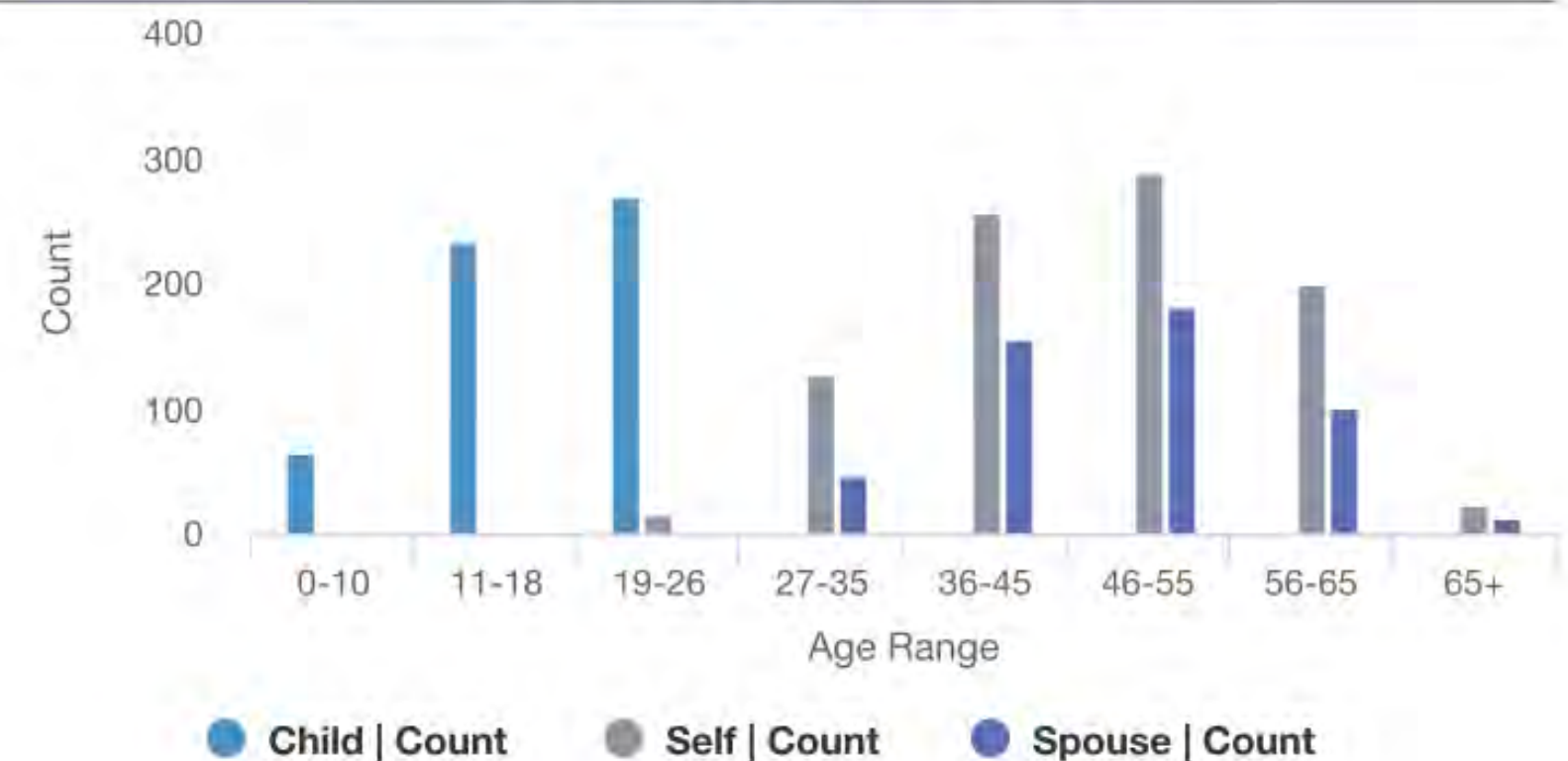
Confirmed Cases by State



Tested Members by Age and Relation



Confirmed Cases by Age and Relation



Financial Trends Pre & Post Pandemic

Medical-Rx Paid PMPM

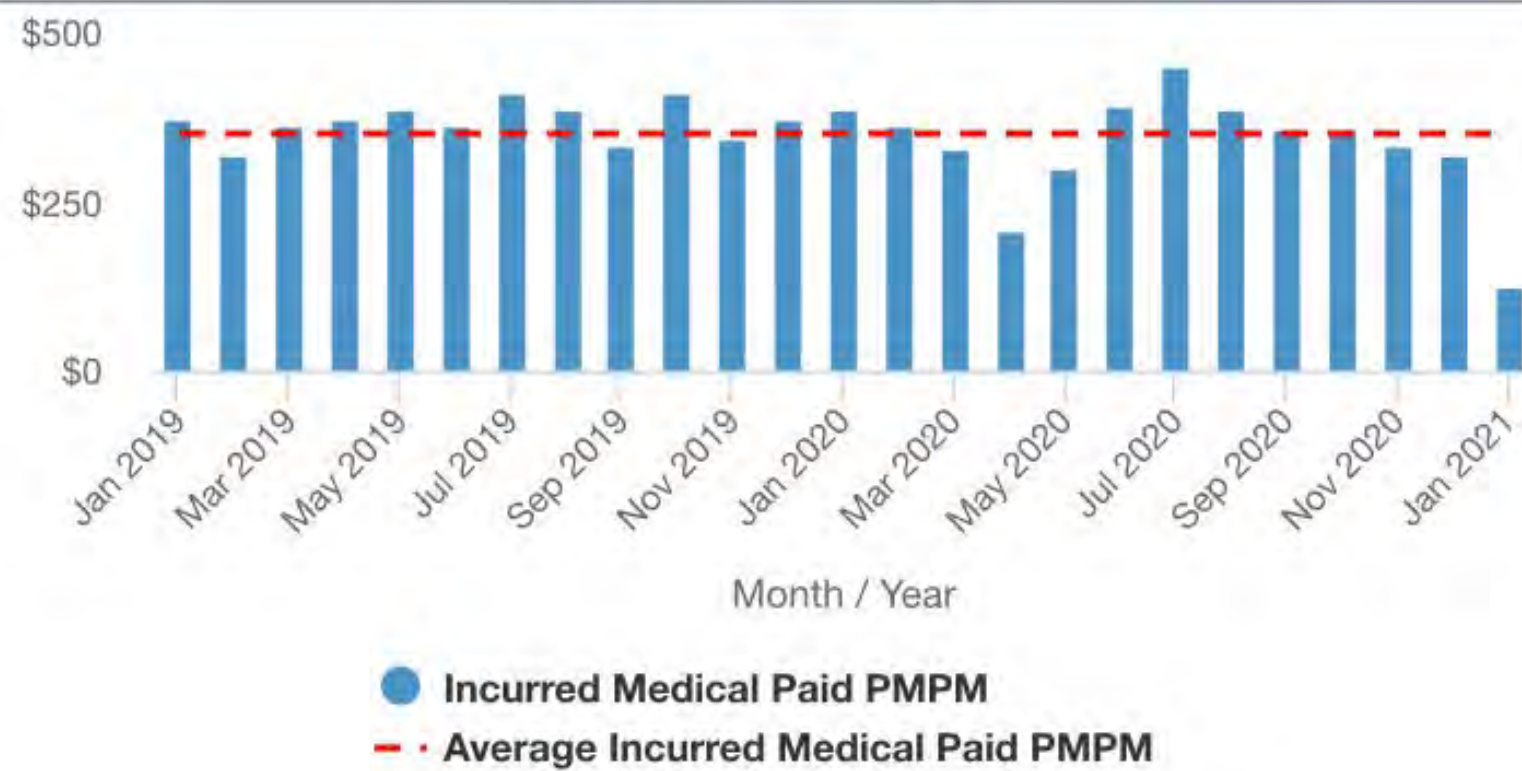


Data for current month may be incomplete until new data is received.

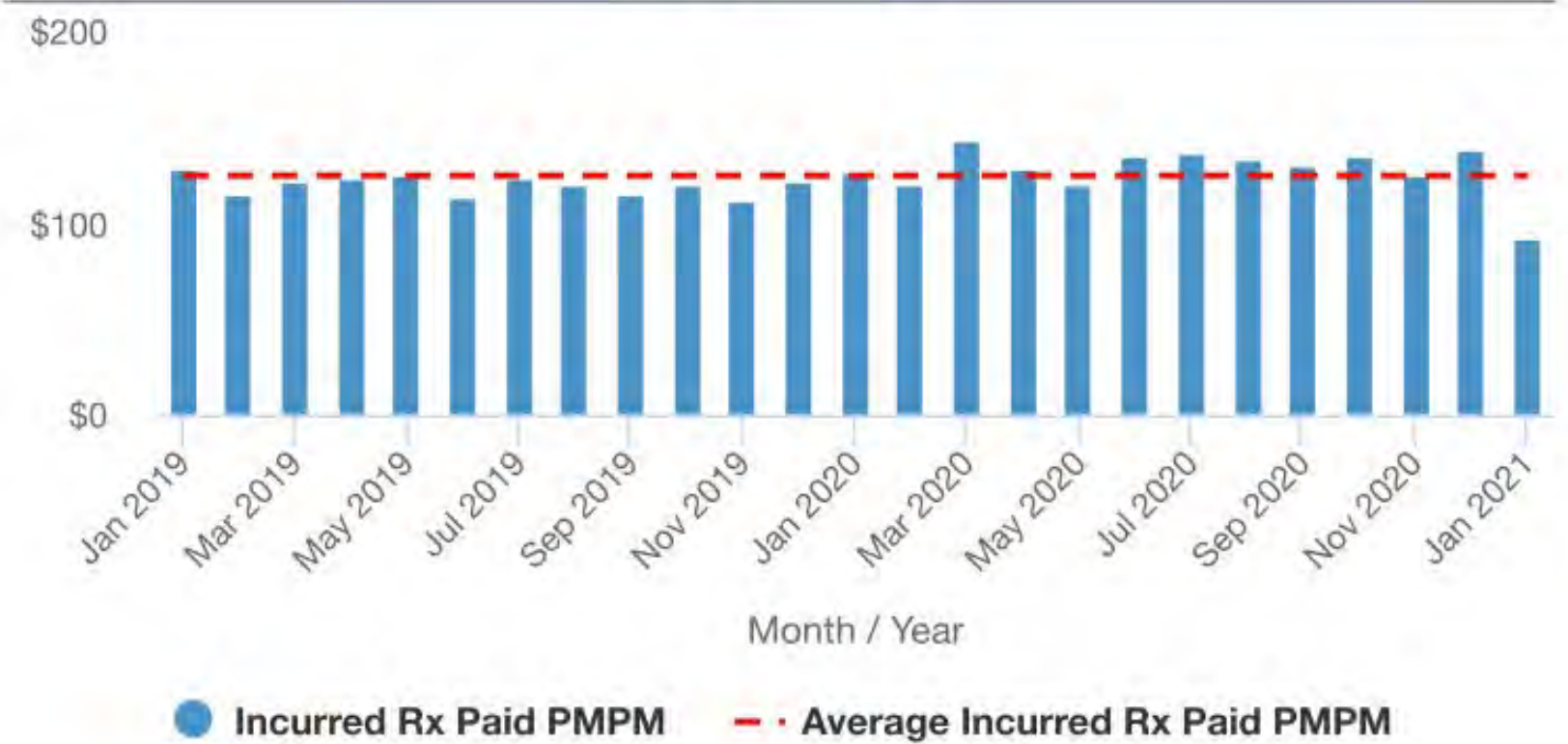
Incurred Medical & Rx Amount Paid



Medical Paid PMPM



Rx Paid PMPM



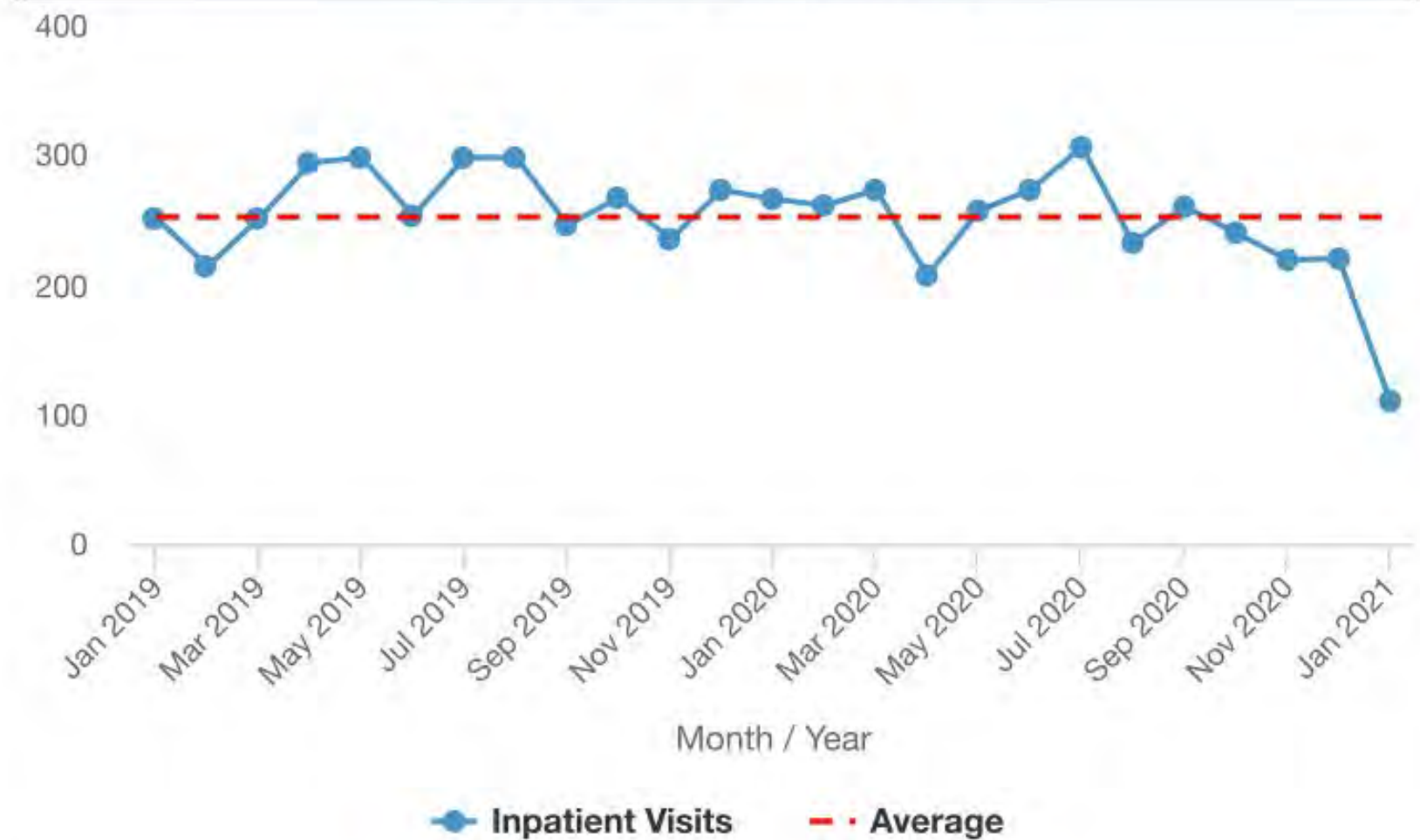
Medical Utilization

As we move through this outbreak, we expect to see a change in utilization patterns in the following areas:

- Inpatient Admissions
- ICU Admissions
- Outpatient Claims
- Physical Medicine Services
- Elective Surgeries/Procedures
- Office Visits
- Preventive Services
- Mental Health Services
- Telehealth Utilization

Note: Data for current month may be incomplete until new data is received and loaded.

All Inpatient Admissions



Incurred ICU Admissions Paid



All Inpatient Incurred by Amount Paid



All Outpatient Visits



Data for current month may be incomplete until new data is received.

All Outpatient Incurred by Amount Paid



Initially the CDC advised delaying elective colonoscopies, endoscopies, EGDs, carpal tunnel, and cataract surgeries.

Physical Medicine Services



Elective Surgeries and Procedures



Office Visits



Office Visits Incurred by Amount Paid



Data for current month may be incomplete until new data is received.

Preventive Visits



Mental Health



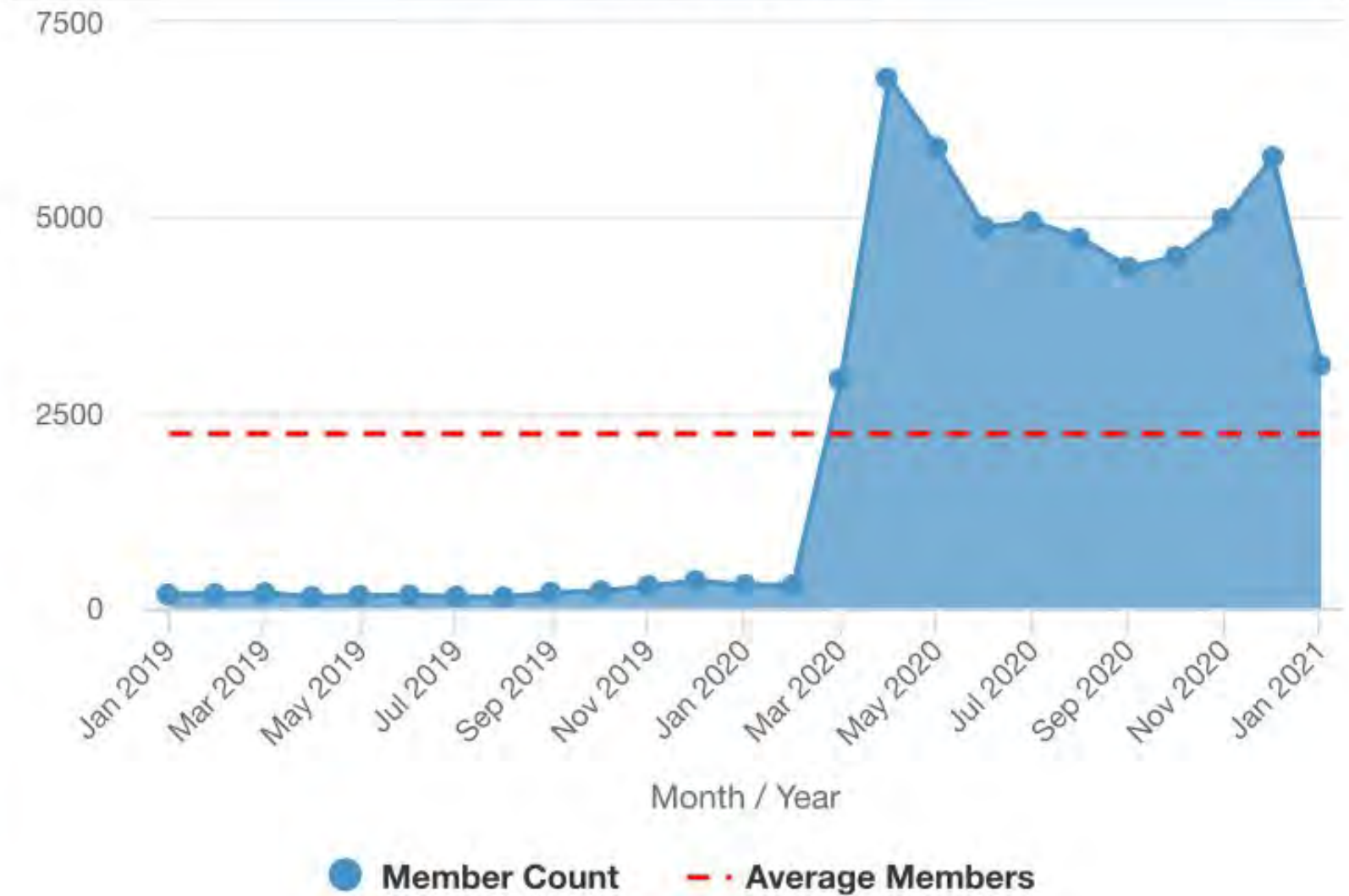
Telemedicine is billed in two primary ways reported here as Telehealth and Additional Billed Telemedicine.

Data for current month may be incomplete until new data is received.

Top Telehealth Services Incurred since March 1, 2020

	Procedure Short Description	Member Count	Paid
1	OFFICE/OUTPATIENT VISIT EST	15,240	\$2,668,813
2	PSYTX W PT 60 MINUTES	3,722	\$3,734,646
3	PHONE E/M PHYS/QHP 5-10 MIN	1,649	\$76,098
4	OFFICE/OUTPATIENT VISIT NEW	1,535	\$209,768

Telehealth Services



Additional Billed Telemedicine Incurred since March 1, 2020

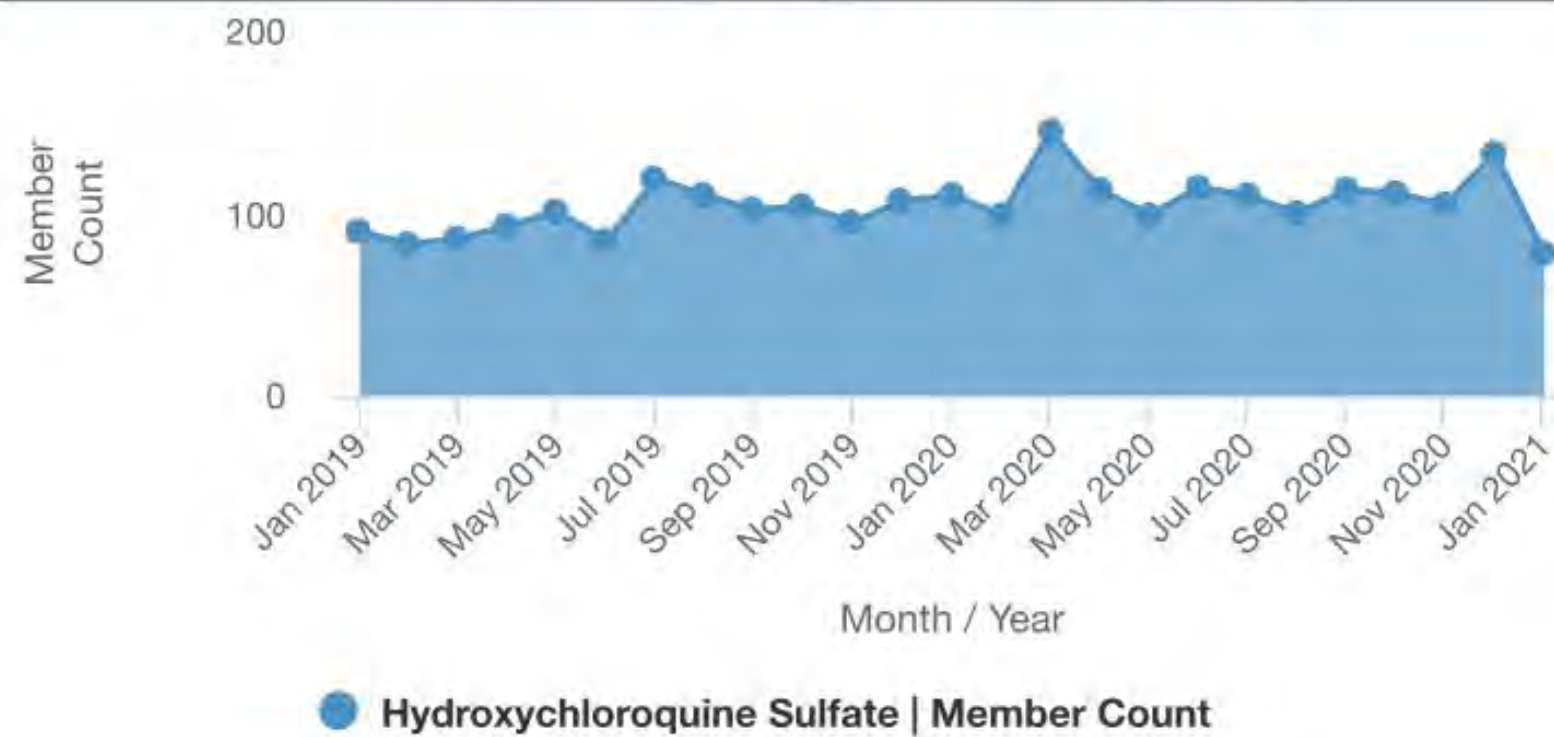
	Procedure Short Description	Member Count	Paid
1	PHONE E/M PHYS/QHP 5-10 MIN	3,628	\$169,868
2	OL DIG E/M SVC 5-10 MIN	284	\$4,913
3	HC PRO PHONE CALL 5-10 MIN	7	\$52
4	HC PRO PHONE CALL 11-20 MIN	9	\$247

Additional Billed Telemedicine

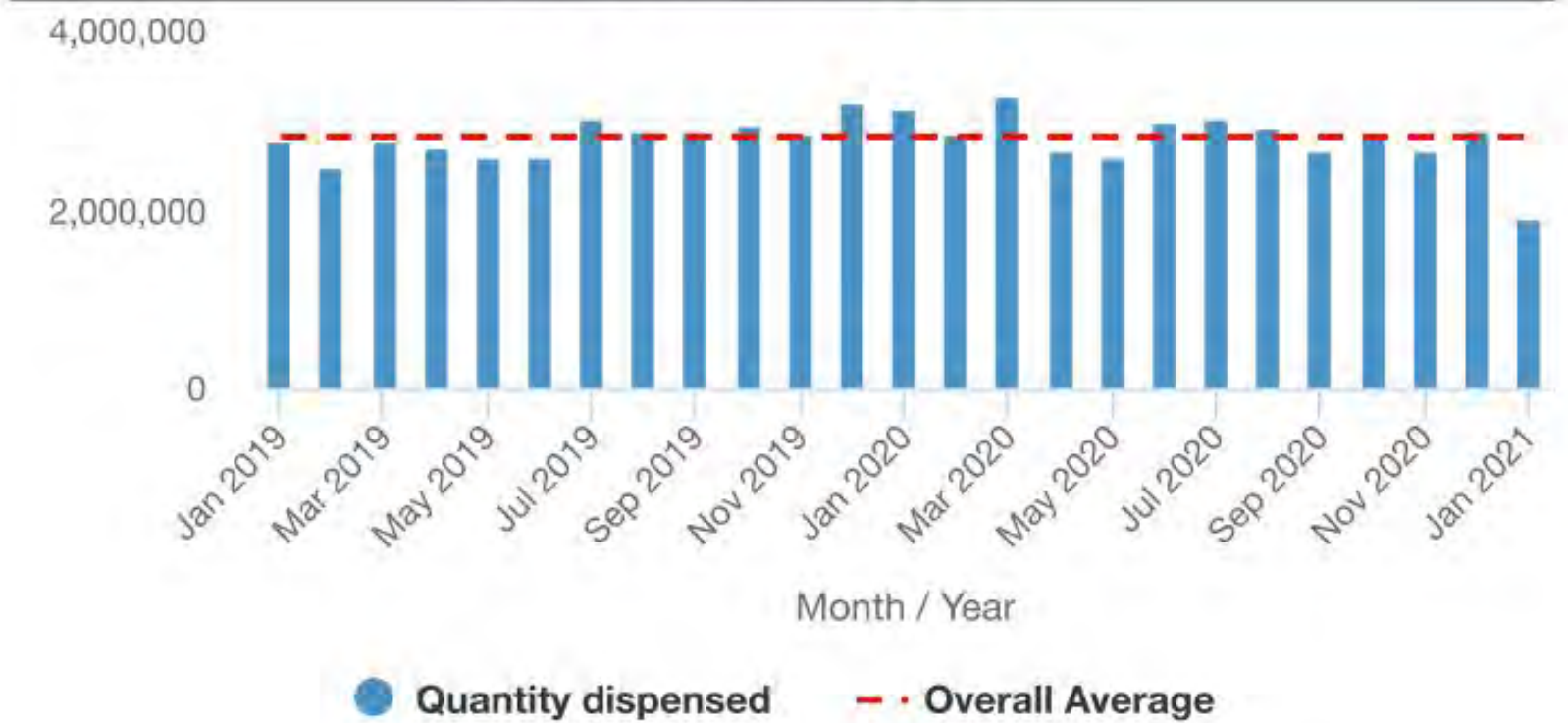


Pharmacy Utilization

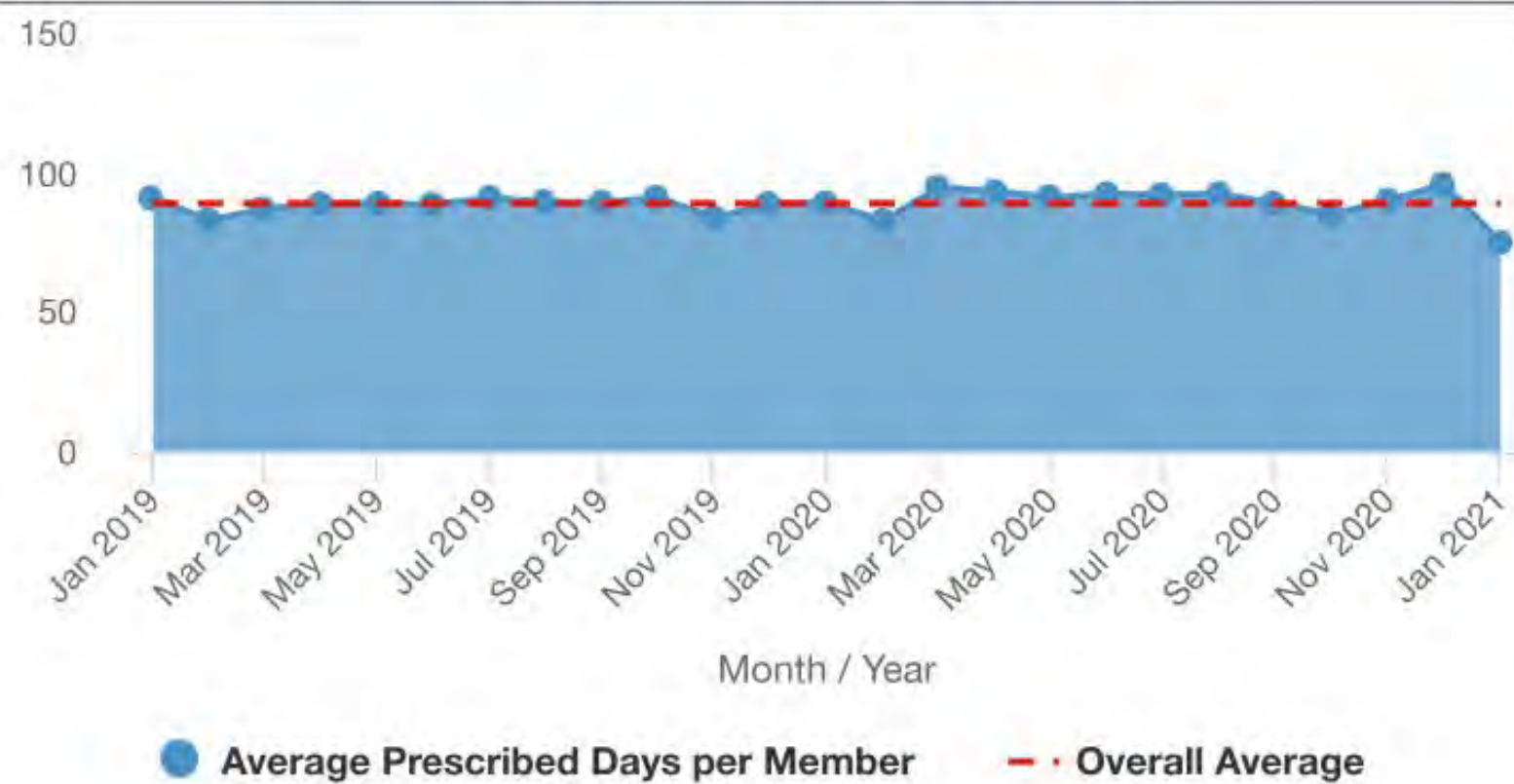
All Members on Hydroxychloroquine (HCQ)



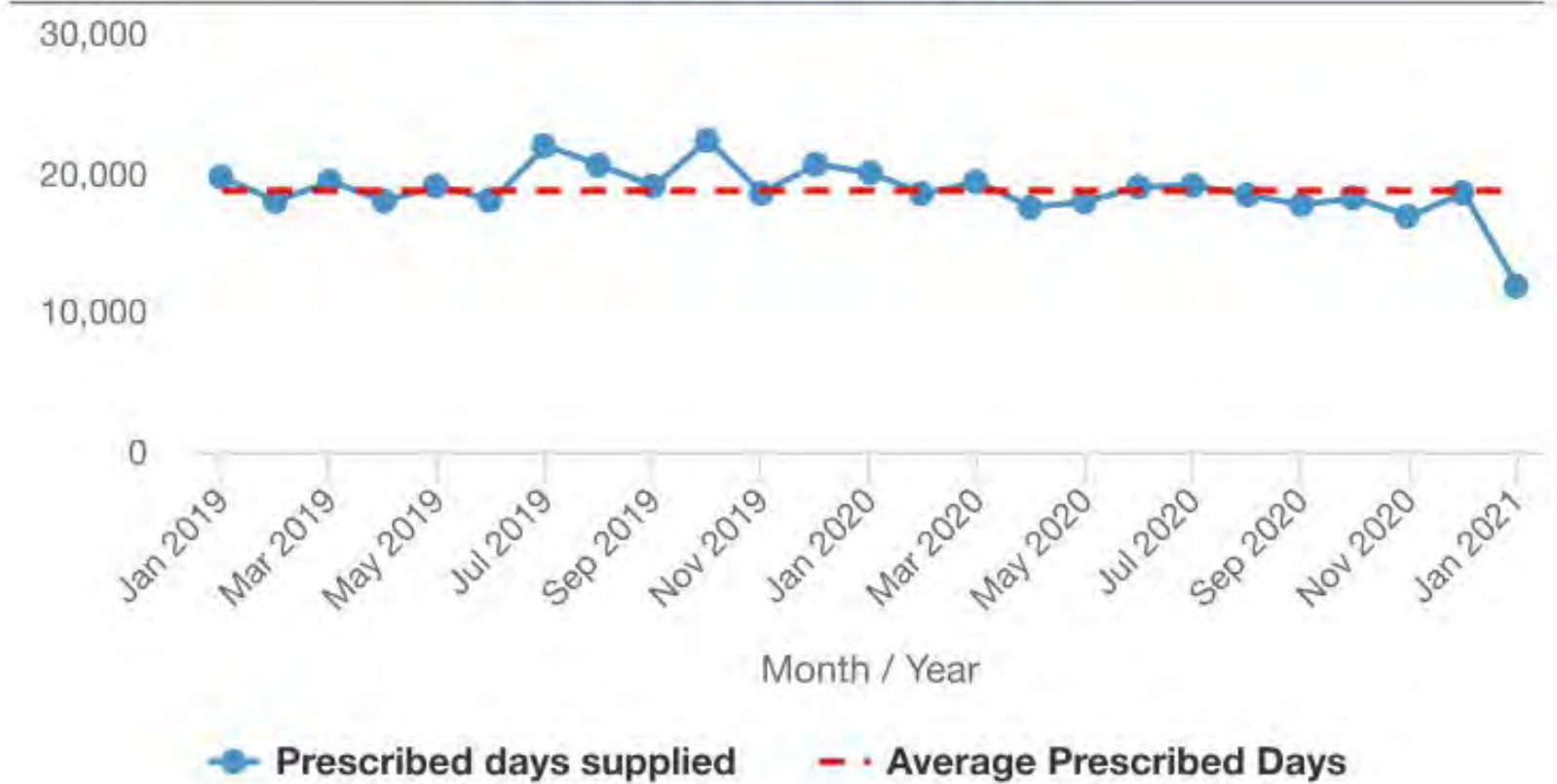
Drug Quantities by Month



Prescribed Days per Rx Users per Month



Opioid Prescribed Days



Strategic Benefit Action Timetable

Service Calendar

Month	Service	Responsible Party
August	- Pull complete renewal from BCBS - Compare Milliman's actuarially based Renewal Projection against the proposed Blue Cross renewal. - Prepare self-funding feasibility study - Evaluate fully-insured, self-funded (bundled/unbundled), captive options - Present funding and plan strategy options to client team - Launch Innovu Data analytics (based on funding mechanism) - Launch Benefits Enrollment Platform (If needed) - Evaluate HR Support needs	INSURICA INSURICA / Milliman INSURICA / Milliman INSURICA / CLIENT INSURICA / CLIENT INSURICA / INNOVU INSURICA / CLIENT INSURICA / CLIENT
September	- Provide 3rd Quarter Claims Review & Service Update - Discuss employee/employer contributions - Develop marketing strategy – bidding requirements and specs - Prepare detailed Request for Proposal on CLIENT behalf for submission to market - Utilize Milliman's Plan Design Analysis to actuarially model prospective plan design changes - Final decision on plan design changes, additions, deletions - Rx discussion – PBM request for proposal to conduct market analysis - Discuss desired vendor services and create list - Preliminary proposal review - Rate negotiation – Using Milliman's Renewal Projection as leverage - Complete and present marketing analysis - Carrier and plan decision - Select Open Enrollment timeframe - Develop Open Enrollment Service Strategy and platform - Launch Open Enrollment education campaign - Potential start of Open Enrollment - Launch HR support and/or HR technology	INSURICA / CLIENT INSURICA INSURICA INSURICA / CLIENT INSURICA INSURICA / CLIENT INSURICA / CLIENT INSURICA INSURICA INSURICA INSURICA / CLIENT INSURICA / CLIENT INSURICA / CLIENT INSURICA / CLIENT INSURICA / CLIENT INSURICA
October	- Open Enrollment - Develop annual employee communication plan to promote offerings - Discuss Wellness Strategy and concerns - Develop goals and objectives for possible wellness plan - Create a communication plan to promote and support wellness initiatives if applicable - Discuss any challenges or concerns with compliance - HR Support	INSURICA / CLIENT INSURICA / CLIENT INSURICA / CLIENT INSURICA / CLIENT INSURICA / CLIENT INSURICA / CLIENT INSURICA
November	- Evaluate Open Enrollment process - Enrollment data to carriers & vendors - ID Cards to employees in advance of December 1st effective date - Ongoing administrative support - Plan Education Campaign - Wellness Campaign - HR Support	INSURICA / CLIENT INSURICA INSURICA INSURICA INSURICA

Month	Service	Responsible Party
December	★ Renewal Successfully Completed - Ongoing administrative support - HR Support - Assist with any post enrollment cleanup - Provide ongoing member advocacy to assist with any missing ID Cards and other open issues	INSURICA INSURICA INSURICA INSURICA INSURICA
January	- Ongoing administrative support - Post Enrollment follow-up discussion to identify any issues or areas of improvement to list as GOALS! - Ongoing dedicated day-to-day support - HR Support	INSURICA INSURICA INSURICA INSURICA
February	- Ongoing administrative support - Plan Education Campaign - Wellness Campaign - HR Support - Provide Milliman's 5-Year Projection of UCO's plan performance	INSURICA INSURICA INSURICA INSURICA INSURICA
March	- Ongoing administrative support - Plan Education Campaign - Wellness Campaign - Monthly meeting* - HR Support - First Quarterly claims & service review engagement following Dec 1 renewal	INSURICA INSURICA INSURICA INSURICA INSURICA INSURICA / CLIENT
April	- Provide Milliman's IBNR Reserve calculation to support client's annual audit. - Ongoing administrative support - Evaluate Open Enrollment Process from previous year - Discuss Benefits Administration, Technology - Plan Education Campaign - Wellness Campaign - Monthly Meeting - Ongoing HR Support - Revisit Funding Strategies	INSURICA INSURICA INSURICA INSURICA

Month	Service	Responsible Party
May	- Ongoing administrative support - Plan Education Campaign - Wellness Campaign - Monthly meeting* - HR Support - Quarterly Claims Review (Q1 of Plan Year July-Sept) - Note* Claims data release depends on carrier selection - Review claims trends and discuss plan funding - Evaluate wellness strategy performance - Evaluate prior year open enrollment process; areas to improve - Discuss any challenges or concerns with compliance - Launch compliance technology/support as needed	INSURICA INSURICA INSURICA INSURICA INSURICA INSURICA INSURICA INSURICA/CLIENT INSURICA/CLIENT INSURICA/CLIENT INSURICA
June	- Ongoing administrative support - Plan Education Campaign - Wellness Campaign - Monthly meeting* - HR Support - 2nd Quarterly engagement to review claims & ongoing service - RENEWAL FORECASTED PROJECTION – Prepared by Milliman’s actuarial team	INSURICA INSURICA INSURICA INSURICA INSURICA INSURICA INSURICA / CLIENT
July	- Receive renewal - Review Claims - Discuss timetable - Generate current census - Discuss contributions - Review funding feasibility and options – discuss claims performance - Plan Modeling, forecasted financial impact of design changes - Marketing and funding discussion - Continued	INSURICA INSURICA INSURICA/CLIENT CLIENT INSURICA/CLIENT INSURICA/CLIENT INSURICA INSURICA/CLIENT INSURICA/CLIENT

Program Opportunity Assessment

Sample Company

Executive Summary

The analysis looks at opportunities in 3 key areas to reduce wasteful healthcare expenditures and improve the health of your employees. These areas include:



Potential Payment Errors

Identify opportunities to reduce paid claim errors such as unenrolled members with claims



Financial Risk

Observations of healthcare waste such as wasteful prescription drug spending



Health & Safety Risk

Monitor members at risk for negative outcomes or gaps in care

Total Estimated Savings Opportunities: **\$1,018,000**



COUNT: 9



Opportunity: **\$825,000**

These findings represent opportunities that have a large financial value, based on your organization's size OR may included members at high risk.



COUNT: 7



Opportunity: **\$193,000**

Findings in the Yellow category represent opportunities that may not have the same impact as those identified as Red but may still yield meaningful cost/spend reduction.



COUNT: 6



Opportunity: **None Identified**

Green findings are demonstrative of a well managed program or indicate low levels of risk. They yield the smallest financial returns but are important areas we will continue to monitor.

Potential Payment Errors

Further investigation is recommended to validate the eligibility of members with paid claims that are not appearing on the enrollment file. Validation is also recommended that members over the age of 26 should continue to be on the plan.



Potential Savings: **\$312,000**



COUNT: 2

Unenrolled Members with
Claims: **\$209,000**

Overage Enrolled Dependents
Without Claims: **12**



COUNT: 3

Overage Enrolled Dependent
with Claims: **\$69,000**

Duplicate Claims:
\$27,000

Inappropriate Services:
\$7,000



COUNT: 2

Medically Unlikely Edits:
None Identified

COVID-19 Testing Member
OOP: **None Identified**

Financial Risk

Opportunities to pharmacy costs by increasing generic prescribing, improving network discounts, and reducing the use of high-cost wasteful drugs that offer no additional clinical value could be evaluated. This analysis also found 48 high-cost members. There may be a need to validate care management is engaged or review the need for stop loss coverage.



Financial Risk Savings: **\$706,000**



COUNT: 4

Increase use of Generic Rx:
\$240,000

Improve Rx Discounts:
\$239,000

Wasteful Rx Spending:
\$137,000

New Member above Cost
Amount: **48 Members**



COUNT: 4

High Cost Out-of-Network
Medical Claims: **\$43,000**

ER Site of Care:
\$21,000

Imaging and Injectable Site of
Care: **\$12,000**

Implant Site of Care:
\$14,000



COUNT: 1

ESRD >30 months:
None Identified

Health & Safety Risk

There are opportunities to promote preventive and routine care for members without a medical claim in the last 12 months. Additionally, five members are taking high dose opioids that do not have a diagnosis of cancer nor are on hospice. Members taking high dose opioids could be referred for care management intervention to reduce the risk of opioid dependency.



Health & Safety Opportunities: 57 Members



COUNT: 3

\$0 Medical / Rx Claimants:
35 Members

Increase Cost in Asthma
Patients: **18 Members**

High Opioid Users:
4 Members



COUNT: 0

There are currently no Health & Safety Opportunities that fall into this category.



COUNT: 3

\$0 Medical Claimants:
None Identified

Narcotics in Children:
None Identified

Obese Individuals with
Diabetes: **None Identified**



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SECTION V



Janet S. Dumont

ADMITTED TO BAR

- 1987 – Oklahoma

EDUCATION

- University of Oklahoma – B.F.A., 1974; M.Ed., 1975
- University of Tulsa – J.D., 1987

PRACTICE AREAS

- Employee Benefits
- Human Resources
- Employment Law

PROFESSIONAL ASSOCIATIONS PAST AND PRESENT

- Oklahoma Bar Association
- Oklahoma County Bar Association

LEGAL EXPERIENCE

Jan is a shareholder of Riggs, Abney, and practices primarily in the areas of employee benefits and human resources law. Jan represents both public and private employers, VEBAs, insurance companies, third-party claims administrators, health care providers, and insurance agents and brokers. She has in-depth expertise in health care plan design for self-insured plans, HIPAA Privacy and ongoing federal and state laws compliance, including ERISA and IRS. Jan is widely recognized for her OBAMA Care expertise as it affects employers and group health plans, and is a frequent speaker at seminars.

Jan has over 30 years of industry experience in the field of employee benefits. She was a Senior Manager of the Deloitte & Touche Oklahoma Benefits Practice and prior to law school, she was a Contract Compliance Department Manager and former Marketing Account Executive for Blue Cross and Blue Shield of Oklahoma.

MISCELLANEOUS INFORMATION

- Registered Health Underwriter
- National Association of Health Underwriters (member)
- Oklahoma Association of Health Underwriters (member)
- Oklahoma County Association of Health Underwriters (member)



Julie Mitchell
Account Executive

Julie came to INSURICA in 1997, and has now worked in the benefits industry for three decades. Her commitment to customer service is only surpassed by her commitment to detail. Clients who work with Julie enjoy interacting with her and know she has their best interests in mind.

EXPERIENCE AND EDUCATION

Early in her career, Julie worked as a department manager, a relationship manager, and life insurance professional. These experiences gave her a well-rounded background as she began working with Employee Benefits plan design nearly twenty years ago. Her focus is to provide quality and cost effective plan options that will best fit each of her client's needs. Developing strong, lasting relationships is her favorite part of her job.

In recent years, Julie's focus has been on helping educate clients about the Affordable Care Act and the requirements and mandates that employers face. In 2013, she received her designation in Patient Protection and Affordable Care Act (PPACA)—a premier designation from the National Association of Health Underwriters.



Kristen Hill
Assistant Account Manager

INSURICA®

Kristen Hill brings more than nine years of education and hands-on experience in the healthcare and insurance industries, developing key skills and expertise to interact professionally across diverse teams and environments. Kristen joined INSURICA in 2019, providing employee benefit account management for clients. Previously, Kristen worked in healthcare roles as a medical assistant and medical scribe, supporting private practices in patient care and business relations.

EDUCATION

Kristen graduated in 2014 from the University of Oklahoma with a Bachelor of Science degree. After further attending medical school for two years while working as a medical assistant, she decided to transition to health insurance. She has since earned certifications in Health Plan Navigation, Crucial Conversations, LGBT Health Disparities, HIPAA Compliance, Title IX Training and QPR Training. She is currently pursuing her REBC designation.

LEADERSHIP

Kristen has served in various volunteer and mentor roles for Neighbors Along the Line, OSU-CHS, Tulsa Day Center for the Homeless, Cherokee Strip Golf Classic, Oklahoma Food Bank, Operation School Bell, C.A.S.A. and Kappa Alpha Theta. Most recently, Kristen was accepted into the Regional Food Bank Leadership Class of 2020 as an INSURICA ambassador.

EXPERIENCE

Kristen's years of experience as both a medical assistant and medical scribe have trained her to carefully manage client accounts and billing while also personally ensuring a superior client experience. Additionally, Kristen has logged more than 500 hours of physician shadowing. Specializing in insurance carrier operations and employee benefits administration, Kristen brings her unique education and experience to INSURICA to help better inform clients about policy coverage, changes, exclusions and coverage needs.

PERSONAL

Outside of exceptionally managing accounts at INSURICA, Kristen enjoys traveling to new destinations and watching movies at home.



Regan Debban, J.D. MBA, Senior Consultant

Benefit Compl , LLC *Employee Benefits Compliance Support

Regan Blomme is a Senior Consultant of Benefit Comply, LLC, a health and welfare plan compliance consulting firm located in Minneapolis, MN.

Regan is an attorney who provides consulting on compliance with HIPAA, ERISA, Section 125, COBRA and ACA rules and regulations related to employee benefit plans, specializing in matters related to health care reform under the ACA.

FOCUS

Regan provides individual consultation on complicated benefit compliance issues faced by insurance brokers and employers, and is also hired by organizations nationwide to provide benefit compliance training to staff and clients.

In addition, she co-presents a monthly employee benefits compliance webinar series broadcast nationwide through Assurex Global attended by over 500 employers each month.

EXPERIENCE

Prior to her time at Benefit Comply, Regan worked as an attorney for a major Fortune 500 company, as in-house counsel assisting in HR, benefit and data security compliance, and as a legal researcher for Thomson Reuters. Prior to obtaining her law degree and Masters in business administration, Regan worked as an account manager in a leading insurance agency and for a PEO providing benefits and HR services to small employers.

INSURICA EMPLOYEE BENEFITS

Response to Proposal:

City of Chickasha

INSURICA

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Dustin Brand

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E Dustin.Brand@INSURICA.com