
Oklahoma City Zoological Trust

Meeting Agenda

Zoo Administration Building, Savanna Conference Room

May 22, 2024 - 4:30 p.m.



OKLAHOMA CITY ZOOLOGICAL TRUST MEMBERS

Vicki Howard, Chairperson
Jon Trudgeon, Vice-Chairperson

Pama Palmer, Secretary

David Holt, Mayor

Heather Ross, Surrogate to the Mayor

Craig Freeman, City Manager

LaShawn Thompson, Surrogate to the City Manager

Nikki Nice, Councilwoman, Ward 7

Dustin Fredrick

Aimee Salalati

Derek Albro

Dwight Lawson, PhD, Executive Director/CEO

INFORMATION ABOUT OKLAHOMA CITY ZOOLOGICAL TRUST MEETINGS

The Oklahoma City Zoological Trust meets on the fourth Wednesday of each month at 4:30 p.m. in the Zoo Administration Building, located at 2000 Remington Place, Oklahoma City, Oklahoma 73111. Free parking is available in the Zoo parking lot.

It is the policy of the Oklahoma City Zoological Trust to ensure that communications with participants and members of the public with disabilities are as effective as communications with others. Anyone with a disability who requires an accommodation, a modification of policies or procedures, or an auxiliary aid or service in order to participate in this meeting should contact the Zoo at 405-425-0231 as soon as possible, but not later than 48 hours (not including weekends or holidays) before the scheduled meeting. The Zoo will give primary consideration to the choice of auxiliary aid or service requested by the individual with disability. If you need an alternate format of the agenda or any information provided at said meeting, please contact the Zoo at 405-425-0231 at least 48 hours prior to the scheduled meeting.

ADDRESSING THE OKLAHOMA CITY ZOOLOGICAL TRUST

Citizens may address the Trust on certain items by signing up to speak and providing the agenda item number, their reason for appearing, and their address, but all comments must be relevant to the item. Citizens may also address the Trust at the end of the agenda under "Citizens to be heard." Please contact the Zoo at 405-425-0231 at least 48 hours prior to the meeting, and leave a message that includes your name, the agenda item number, and the reason you would like to speak. Staff will submit requests received to the Chair. Please limit your comments to three (3) minutes or less.

The Chair or presiding officer may, in his or her discretion, prohibit a person from addressing the Trust, or have any person removed from the Auditorium, if that person commits any disorderly or disruptive behavior. Disorderly conduct includes, but is not limited to, any of the following: speaking without being recognized by the Chair or presiding officer; continuing to speak after notice that the speaker's allotted time has expired; presenting comments or material not relevant to the item under discussion; failing to comply with the lawful instructions of the Chair or presiding officer; or engaging in other conduct, activity, or speech that delays, disturbs, interferes, or disrupts the effective or timely conduct of the meeting, or is otherwise violent, threatening, abusive, obscene, or jeopardizes the safety of self or others. A person may also be subject to arrest and removal from the Auditorium

for violation of Oklahoma City Municipal Code 2020, § 30-81 – Disorderly conduct and/or violation of 21 Okla. Stat. § 280 – Willfully Disturbing, Interfering With or Disrupting State Business, Agency Operations or Employees.

TRUST ACTIONS

Official action can be taken only on items which appear on the agenda. The Trust may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. Other actions may also be taken.

When more information is needed to act on an item, the Trust may refer the matter to the Executive Director/CEO or the Municipal Counselor. The Trust may also refer items to standing committees of the Trust for additional study.

Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely.

CONSENT DOCKET

Items listed under “Consent Docket” are usually approved as a group with the proper motion from a member of the Trust. Members of the Trust may request discussion or separate action on any item on the Consent Docket.

For more information about the Oklahoma City Zoological Trust, please call 405-424-3344.

AGENDA

I. Meeting Minutes

- A. Minutes of April 24, 2024, Oklahoma City Zoological Trust Meeting Pages 4-7

II. Staff and/or Committee Updates

- A. Financial Report of April 2024..... Pages 8-11

III. Items for Individual Consideration

- A. Master Plan 2024 for the Oklahoma City Zoo and Botanical Garden.....Pages 12-58
- B. Oklahoma City Zoological Trust’s Budget for the Fiscal Year 2024-2025.....Pages 59-65
- C. Amendment No. 2 and Restated Audit Contract with Allen, Gibbs & Houlik,
L.C.....Pages 66-90

IV. Items from Trustees

V. Staff Reports

- A. Executive Director’s Report

VI. Citizens to Be Heard

VII. Adjournment



JOURNAL OF TRUST PROCEEDINGS

APRIL 24, 2024
ZOO ADMINISTRATION BUILDING

Trustees Present:

Vicki Howard, Chairperson
Jon Trudgeon, Vice-Chairperson
Pama Palmer, Secretary
Craig Freeman, City Manager
LaShawn Thompson, Surrogate to the City Manager
Aimee Salalati
Derek Albro
Dustin Fredrick

Staff Present:

Dwight Lawson, CEO
Rebecca McReynolds, CFO
Greg Heanue, CMO
Jennifer D'Agostino, Chief Animal Programs Officer
Mandy Heaps, OZS Executive Director
Kate Winters, Executive Assistant

Others Present:

Jerod Beatty, Assistant Municipal Counselor, City of Oklahoma City
Brett Bowden, Your Agency Support
Mike Chapple, Remington Park
Patrick Williams, Remington Park
Kyle Burris, Timberlake Construction
Jason Bishop, JE Dunn Construction

Agenda Topics

I. Meeting Minutes

A. Minutes of February 28, 2024

APPROVED. Moved by Trustee Jon Trudgeon. Seconded by Trustee Pama Palmer.

AYES: Trustees Vicki Howard, Jon Trudgeon, Pama Palmer, Craig Freeman, Aimee Salalati, Derek Albro, Dustin Fredrick.

II. Staff and/or Committee Updates

A. Financial Reports of February, 2024.

CFO, Rebecca McReynolds, provided information on the financial report of February, 2024.

RECEIVED. Moved by Trustee Jon Trudgeon. Seconded by Trustee Craig Freeman.

AYES: Trustees Vicki Howard, Jon Trudgeon, Pama Palmer, Craig Freeman, Aimee Salalati, Derek Albro, Dustin Fredrick.

B. Financial Reports of March, 2024.

CFO, Rebecca McReynolds, provided information on the financial report of March, 2024.

RECEIVED. Moved by Trustee Jon Trudgeon. Seconded by Trustee Derek Albro.

AYES: Trustees Vicki Howard, Jon Trudgeon, Pama Palmer, Craig Freeman, Aimee Salalati, Derek Albro, Dustin Fredrick.

III. Items for Individual Consideration

- A.** Joint Resolution with The City of Oklahoma City approving plans and specifications for Global Gaming RP, LLC's lobby and restroom renovation at the Remington Park horse racing track and casino facility

Dwight Lawson, Executive Director, introduced the agenda item and introduced Mike Chapple, Vice President of Facilities & Protective Services for Remington Park. Patrick Williams, Director of Facility Maintenance for Remington Park, and Kyle Burris, Project Manager at Timberlake Construction, also spoke.

TABLED. Moved by Trustee Jon Trudgeon. Seconded by Trustee Craig Freeman.

AYES: Trustees Vicki Howard, Jon Trudgeon, Pama Palmer, Craig Freeman, Aimee Salalati, Derek Albro, Dustin Fredrick.

- B.** Agreement for At-risk Construction Management Services with JE Dunn Construction Company for Project MZ-0069, "Shore to Sea Exhibit"

Dwight Lawson presented the agenda item and introduced Jason Bishop, Office Leader, representing JE Dunn.

APPROVED. Moved by Trustee Dustin Fredrick. Seconded by Trustee Jon Trudgeon.

AYES: Trustees Vicki Howard, Jon Trudgeon, Pama Palmer, Craig Freeman, Aimee Salalati, Derek Albro, Dustin Fredrick.

- C.** Authorize contract negotiation with one or more of the ranked proposers for Request for Proposals (RFP-2024-001-OZT), "Sponsorship and Exclusive Beverage Pouring Rights for Non-alcoholic Beverages and Exclusive Full-service Vending Program(s)"

Dwight Lawson gave a summary of the RFP for Beverage Services.

APPROVED. Moved by Trustee Jon Trudgeon. Seconded by Trustee Derek Albro.

AYES: Trustees Vicki Howard, Jon Trudgeon, Pama Palmer, Craig Freeman, Aimee Salalati, Derek Albro, Dustin Fredrick.

- D.** Amendment No. 1 to Lease Agreement with The Nature Conservancy

Dwight Lawson spoke about the Lease Agreement Amendment.

APPROVED. Moved by Trustee Jon Trudgeon. Seconded by Trustee Dustin Fredrick.

AYES: Trustees Vicki Howard, Jon Trudgeon, Pama Palmer, Craig Freeman, Aimee Salalati, Derek Albro, Dustin Fredrick.

- E. Memorandum of Understanding with The City of Oklahoma City, the Oklahoma Department of Wildlife Conservation, the Oklahoma City Water Utilities Trust, and the Oklahoma City Riverfront Redevelopment Authority regarding the Close to Home Fishing Program

Dwight Lawson presented the Close to Home Fishing Program MOU.

APPROVED. Moved by Trustee Jon Trudgeon. Seconded by Trustee Craig Freeman.

AYES: Trustees Vicki Howard, Jon Trudgeon, Pama Palmer, Craig Freeman, Aimee Salalati, Derek Albro, Dustin Fredrick.

- F. Change Order No. 2, Project MZ-0065-2, “Renovation of Former Administration Building at Oklahoma City Zoo,” increase of \$16,979.00

Dwight Lawson gave a summary of Change Order No. 2 for the Project MZ-0065.

APPROVED. Moved by Trustee Jon Trudgeon. Seconded by Trustee Derek Albro.

AYES: Trustees Vicki Howard, Jon Trudgeon, Pama Palmer, Craig Freeman, Aimee Salalati, Derek Albro, Dustin Fredrick.

- G. Change Order No. 21, Project MZ-0060, “Zoo Orientation Plaza and African-Themed Savannah Exhibits”, decrease of \$12,389.11

Dwight Lawson gave a summary of Change Order No. 21 for Project MZ-0060.

APPROVED. Moved by Trustee Jon Trudgeon. Seconded by Trustee Pama Palmer.

AYES: Trustees Vicki Howard, Jon Trudgeon, Pama Palmer, Craig Freeman, Aimee Salalati, Derek Albro, Dustin Fredrick.

IV. Items from Trustees

- A. Chairperson Vicki Howard said congratulations to Zoo staff on the high March attendance numbers.

V. Staff Reports

- A. Animal Care – Jennifer D’Agostino, Chief Animal Programs Officer, gave the animal care update: our meerkats have arrived. We have a mob of ten and they are already a crowd favorite. Our Indian runner ducks are enjoying time outside in the koi pond and the gardens are blooming.
- B. Human Resources – Tammy Burnett, CHRO, spoke about HR news: We have several new hires and currently eight vacancies. Our volunteer program continues to grow and is doing really well. Last week we hosted an appreciation event for our volunteers.
- C. PR & Marketing – Greg Heanue, CMO, presented the PR & Marketing update: March set a new attendance record and puts us on track to make our attendance goal. During the month of March 38% of admissions were from discounted or free programs. Spring Break was our 9th best and the golden egg program was extremely popular. Group attendance at record numbers and member revenue beat goal by 32%. Tickets for Sip & Stroll are on sale and Breakfast with the Animals.
- D. OZS – Mandy Heaps, OZS Executive Director, gave a summary of OZS news: Kirkpatrick Foundation funded grant request of \$60,000, Express Employment Int’l gave \$25,000, and Jackie and Robert Tilghman gave a \$10,000 match for Zoo Lovers Day. We recently hired a new Individual Gift Officer, Monica Simmons. Currently focused on donor tours and Gala planning. Our Zoo Employee campaign brought in over \$9,000.

VI. Citizens to be Heard.

A. None.

VII. Adjournment

There being no further business to come before the Trust, the Chairman declared the meeting adjourned at 5:38pm.

MEMO



To: Oklahoma City Zoological Trust

From: Dwight Lawson, Rebecca McReynolds

Date: May 22, 2024

FY-24 Financial Summary as of April 30, 2024

Attendance:	FY- 24 Actuals	FY- 24 Budget	Variance Amount	Variance %	FY- 23 Actuals	Variance Act- Last Year	Variance %
Current Month	122,835	107,000	15,835	14.8%	119,237	3,598	3.0%
Year to date	853,418	825,500	27,918	3.4%	838,846	14,572	1.7%

Operating Revenue:

Current Month	\$1,611,050	\$1,764,396	(\$153,346)	-8.7%	\$1,461,805	\$149,245	10.2%
Year to date	11,597,718	11,448,458	149,260	1.3%	9,646,572	1,951,146	20.2%

Per-Capita Revenue for the month was \$14.30. Year to date per capita revenue is \$13.67 which is \$0.19 more than the budget of \$13.48.

Other Revenue:

Current Month	\$85,682	\$55,758	\$29,924	53.7%	\$79,799	\$5,883	7.4%
Year to date	2,267,398	1,906,535	360,863	18.9%	1,975,451	\$291,947	14.8%

Operating Expenses:

Current Month	1,098,266	1,824,325	(\$726,059)	-39.8%	1,495,650	(\$397,384)	-26.6%
Year to date	17,903,581	19,583,664	(1,680,083)	-8.6%	17,726,375	177,206	1.0%

Operating Profit (Loss):

Current Month	\$598,466	(\$4,171)	\$602,637	-14448.3%	\$45,954	\$552,512	1202.3%
Year to date	(\$4,038,465)	(\$6,228,671)	2,190,206	-35.2%	(\$6,104,352)	2,065,887	-33.8%

Sales Tax Revenue:

Current Month	\$1,466,334	\$1,410,097	\$56,237	4.0%	\$1,420,765	\$45,569	3.2%
Year to date	15,136,664	14,759,853	376,811	2.6%	14,871,514	265,150	1.8%

Net Income (Loss):

Current Month	\$2,064,800	\$1,405,926	\$658,874	46.9%	\$1,466,719	\$598,081	40.8%
Year to date	11,098,199	8,531,182	2,567,017	30.1%	8,767,162	2,331,037	26.6%

Capital/Other:

	Annual Budget	YTD Expenses	Budget Remaining	%
Capital Improvements	\$500,000	\$289,167	\$210,833	42.2%

OZS Fundraising:

	Annual Budget	YTD Payments	Budget Remaining	%
2024 Events/Fundraising/Endowments	\$550,000	\$325,538	\$224,462	40.8%
2024 Zoo Support	1,000,000	225,180	774,820	77.5%

OKLAHOMA CITY ZOOLOGICAL TRUST

FY 2023-24 Capital Projects

Department	Project Name	Budget	YTD Exp	Balance	Status	Account
Admin	Shuttle Bus	100,000	-	100,000		
Technology	Wi-Fi	65,000	64,802	198	Complete	5-8-24-01-699
Hort/Grounds	Bobcat Steer Loader	52,175	46,290	5,885	Complete	5-8-24-04-683
Hort/Grounds	Bobcat Excavator	47,365	35,629	11,736	Complete	5-8-24-05-683
Technology	eCommerce Site	40,000	-	40,000		5-8-24-01-699
Carnivore	Fill-In Black Bear Moat	25,000	92,425	(67,425)	In process	
Elephant	Shade Structure	25,000	-	25,000		
Grounds	Replacement Cart	20,000	23,026	(3,026)	Complete	5-8-24-11-683
Technology	Website	20,000	1,496	18,504	In process	5-8-24-01-699
Carnivore	Lion Double Gate	15,000	-	15,000	Complete - Africa budget	
Maintenance	Utility Cart Lift	8,000	9,478	(1,478)	Complete	5-8-24-03-699
Technology	Kiosks	7,500	-	7,500		5-8-24-01-699
Housekeeping	Auto Scrubber	6,425	7,364	(939)	Complete	5-8-24-02-699
Carnivore	Big Rivers CCTV Set-Up	5,000	-	5,000	In process	
Hoofstock	Fly System Installation	5,000	-	5,000	Estimated April	
Hort/Grounds	Dump Bed	4,500	-	4,500	In process	
Housekeeping	Tennant IMOP Light	4,490	4,500	(10)	Complete	5-8-24-02-699
Grounds	Rock Wall Komodo	3,500	-	3,500	Complete - in house	
Hort/Grounds	Zoo Lake Gardens	3,500	1,633	1,867	Complete - in house	5-8-24-15-683
Horticulture	Fertilizer Injector	2,500	1,107	1,393	Complete	5-8-24-16-683
Grounds	Snow Equipment	2,000	1,417	583	Complete	5-8-24-17-683
Education	Restroom	1,604	-	1,604	In process	
Guest Services	Sensory Room update	7,500	-	7,500	In process	
	Contingency	28,941	-	28,941		
	Total (CIP) Budget	500,000	289,167	210,833		

	Master-Plan Projects	Budget	Expenses	Balance	Status	Account
Master-Plan	Africa/Savana/Entry Plaza	34,948,760	34,793,819	154,941	CO received for all bldgs	5-9-16-01-699
Master-Plan	Admin. Office/Education Building	7,300,000	7,508,192	(208,192)	Working thru punch list	5-9-19-04-699
Master-Plan	Education/Admin Remodel	1,835,831	1,084,657	751,174	In process	5-9-23-01-699
Master-Plan	Sea-lion Cove	26,000,000	2,484,779	23,515,221	Demo in process	5-9-21-01-699
Master-Plan	Well/Unes/Pump Houses/Tower	1,200,000	36,703	1,163,297		5-9-23-02-699
Master-Plan	Oklahoma City Aquarium	507,800	238,907	268,893		5-9-24-01-699
	Total	71,792,391	46,147,058	25,645,333		

Other: Contingency Fund \$500,000

Department	Project Name	Budget	YTD Exp	Balance	Status	Account
Life Support	LS Overhaul at Big Rivers	120,000	-	120,000		
Maintenance	Camera for Plumbers	9,910	9,712	198	Complete	5-8-24-03-683
Maintenance	Specialty Cart for HVAC	26,858	26,835	23	Complete	5-8-24-12-683
Maintenance	Boardwalk Repairs	50,000	227,362	(177,362)	In process	5-8-24-06-699
Maintenance	Vet Hospital Insulation	2,750	2,750	-	Complete	5-8-24-13-683
Maintenance	Front Plaza HVAC Controls	37,562	63,936	(26,374)	In process	5-8-24-23-683
Maintenance	Canopy Plumbing Repairs	27,000	27,000	-	Complete	5-8-24-18-683
Maintenance	Sting Ray Bay LS	10,000	5,338	4,662	In process	5-8-24-19-683
Horticulture	Greenhouse Repairs	6,000	1,518	4,482	In process	5-8-24-28-683
Grounds	Solar Light Installation	49,000	48,209	791	Complete	5-8-24-20-683
Grounds	Kubota Cart RTV (2)	42,852	42,852	-	Complete	5-8-24-21-683
Grounds	Exhibits Team Trailer	5,245	5,245	-	Complete	5-8-24-22-683
Maintenance	Lotus Chiller Replacement	15,000	14,511	489	In process	5-8-24-24-683
Maintenance	Gas Line Repair	140,000	98,297	41,703	In process	5-8-24-25-699
Maintenance	CZ Bottle Filling Station	2,500	2,500	-	Complete	5-8-24-26-683
Maintenance	Vet Hospital HVAC Wiring	6,500	14,765	(8,265)	In process	5-8-24-32-683
	Total	551,172	590,831	(39,659)		
	Balance Available	(51,177)				

AZA Survey Repairs \$250,000

Department	Project Name	Budget	YTD Exp	Balance	Status	Account
Carnivore	CFLO Floor Resurfacing					
Maintenance	Great Escape Lighting	20,000	20,805	(805)	Complete	5-8-24-08-683
Maintenance	Concrete Lifting	85,000	88,433	(3,433)	In process	5-8-24-09-699
Hort/Grounds	Rock Planter repair and replanting	10,000	9,519	481	In process	5-8-24-10-683
Maintenance	General AZA Repairs	25,000	74,193	(49,193)	In process	5-8-24-14-683
Maintenance	Elephant barn Interior Repainting	49,750	54,970	(5,220)	In process	5-8-24-27-683
	Total	189,750	247,920	(58,170)		
	Balance Available	60,250				

OKLAHOMA CITY ZOOLOGICAL TRUST
INCOME STATEMENT SUMMARY
FOR THE TEN MONTHS ENDING 4/30/2024

	CURRENT MONTH			YEAR TO DATE		
	ACTUAL	BUDGET	LAST YR	ACTUAL	BUDGET	LAST YR
REVENUES:						
ADMISSIONS	\$671,585	\$848,141	\$651,801	\$3,783,344	\$3,897,599	\$2,841,871
ANIMAL SHOW ADMISSIONS	19,782	28,581	29,342	124,533	107,080	169,677
ANIMAL FEEDINGS	31,121	37,479	31,168	180,893	183,442	199,109
FOOD & BEVERAGE/VENDING	90,060	118,713	114,483	881,129	669,463	618,036
CATERING/RENTALS	0	0	0	5,615	130,000	77,942
CONCERTS	35,000	0	0	230,847	143,146	109,280
RIDES	61,138	64,221	62,815	343,867	275,685	259,968
MERCHANDISE COMMISSION	141,926	91,557	75,378	544,615	477,316	392,971
STROLLER/RENTALS/WILD ENC	74,497	88,223	83,663	488,129	501,564	445,119
EDUCATION	62,580	76,792	68,191	452,572	490,109	418,293
PROMOTIONS	82,636	42,807	39,096	2,171,130	2,092,506	2,052,336
MEMBERSHIP	337,699	351,638	281,769	2,278,168	2,329,278	1,866,455
OTHER	3,026	16,242	15,141	112,876	151,270	143,041
TOTAL OPERATING REVENUE	1,611,050	1,764,396	1,452,845	11,597,718	11,448,458	9,594,099
COST OF GOODS SOLD	0	0	0	0	0	0
GROSS MARGIN	\$1,611,050	\$1,764,396	\$1,452,845	\$11,597,718	\$11,448,458	\$9,594,099
	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
OPERATING EXPENSES:						
SALARIES	449,663	902,330	750,155	8,574,441	9,474,469	8,113,810
BENEFITS	207,341	234,720	234,322	2,555,876	2,464,560	2,538,618
SUPPLIES	109,793	75,041	54,081	571,680	694,164	492,020
UTILITIES	36,952	136,645	167,081	694,198	1,440,301	1,743,964
OUTSIDE SERVICES	156,191	123,980	133,981	1,857,553	1,805,575	1,646,263
ANIMAL CARE	330	56,519	50,533	823,435	776,694	749,971
OTHER	137,995	295,088	105,497	2,826,399	2,927,900	2,441,729
TOTAL OPERATING EXPENSE	1,098,266	1,824,325	1,495,651	17,903,581	19,583,664	17,726,376
OTHER REVENUES:						
LEASES	0	0	0	1,357,069	1,400,000	1,357,505
CONTRIBUTIONS	10,656	18,258	15,761	96,665	131,535	100,316
INTEREST	75,026	37,500	64,038	813,664	375,000	517,630
TOTAL OTHER REVENUE	85,682	55,758	79,799	2,267,398	1,906,535	1,975,451
OPERATING INCOME (LOSS)	598,466	(4,171)	36,994	(4,038,465)	(6,228,670)	(6,156,825)
TRANSFERS	598,466	(4,171)	36,994	(4,038,465)	(6,228,670)	(6,156,825)
NET INCOME (LOSS)	\$0	\$0	\$0	\$0	\$0	\$0

OKLAHOMA CITY ZOOLOGICAL TRUST
BUDGET ANALYSIS
FOR THE TEN MONTHS ENDING 4/30/2024

	CURRENT MONTH			YEAR TO DATE		
	ACTUAL	BUDGET	LAST YR	ACTUAL	BUDGET	LAST YR
REVENUES:						
GUEST EXPERIENCE	\$1,090,110	\$1,276,916	\$1,048,650	\$6,346,510	\$6,112,149	\$4,918,861
GROUP EVENTS	35,000	0	0	236,462	273,146	195,112
OTHER	485,941	487,479	404,197	5,014,746	5,063,163	4,480,125
TOTAL OPERATING REVENUE	1,611,050	1,764,396	1,452,845	11,597,718	11,448,458	9,594,099
OPERATIONAL EXPEND BY DIVISION:						
ADMINISTRATIVE	208,536	346,477	223,168	3,835,952	3,990,908	3,315,140
ANIMAL	254,341	401,198	352,095	3,917,842	4,090,675	3,898,826
MARKETING & INTERPRETIVE SVC	85,798	168,054	71,442	1,978,949	2,103,531	1,899,294
BUILDING & GROUNDS	311,618	504,187	493,429	4,347,635	5,280,920	5,068,905
EDUCATION	28,533	68,230	46,618	586,229	714,770	530,621
VISITOR SERVICES	201,233	211,806	193,967	1,755,368	1,915,955	1,618,034
VETERINARY	8,207	124,373	114,930	1,481,606	1,486,904	1,395,556
TOTAL OPERATING EXPENSE	1,098,266	1,824,325	1,495,651	17,903,581	19,583,664	17,726,376
NET OPERATING REVENUE	512,784	(59,929)	(42,806)	(6,305,863)	(8,135,206)	(8,132,277)
OTHER REVENUE:						
SALES TAX FUND REVENUE	1,466,334	1,410,097	1,420,765	15,136,664	14,759,853	14,871,514
CONTRIBUTIONS	10,656	18,258	15,761	96,665	131,535	100,316
OTHER REVENUE	75,026	37,500	64,038	2,170,733	1,775,000	1,875,136
TOTAL OTHER REVENUE	1,552,016	1,465,855	1,500,564	17,404,062	16,666,389	16,846,965
NET REVENUE BEFORE DEPRECIATION AND CAPITAL EXPENDITURES	\$2,064,800	\$1,405,926	\$1,457,758	\$11,098,199	\$8,531,183	\$8,714,688
OPERATING REVENUE/EXPENSE RATIO	146.69%	96.71%	97.14%	64.78%	58.46%	54.12%



TO: Chair and Trustees of the Oklahoma City Zoological Trust

FROM: Dwight Lawson, Executive Director/CEO

DATE: May 22, 2024

SUBJECT: Master Plan 2024 for the Oklahoma City Zoo and Botanical Garden

Background: On February 22, 2023, the Oklahoma City Zoological Trust approved a Contract for Architectural Services with SHR Studios, Inc., for Project No. MZ-0072, Master Plan for the Oklahoma City Zoo and Botanical Garden. The Contract's scope of work provided for the development of a ten-year master plan with the following components: (1) improved guest circulation; (2) concepts for renovation of four existing habitats (Cats Habitat, Great Apes, Children's Zoo, and Oklahoma Trails); (3) concepts for new habitats, including a new reptile house, a new bird habitat, and use of the southern portion of the Zoo property; 4) integration of concepts to enhance the botanical garden aspects of Zoo property; and (5) diagrammatic overlays. The master plan's project development criteria have emphasized conservation inspiration, animal well-being, and climate suitability.

Master Plan 2024 is presented herewith for the Trust's consideration of adoption. Prioritized projects include the Africa Plateau, the Reptile Preserve, and the Heart of the Zoo. Master Plan 2024 also presents proposed enhancements for Oklahoma Trails, a new Children's Adventure area, an enhanced entry plaza, an elephant expansion, a Congo Forest, a Feline Oasis, a Biodiversity Hotspots building, and an Aquatic Garden. The Master Plan's total budget estimate is between \$115 million and \$230 million, allowing for the flexibility to pursue portions of a project or the entire scope based on needs and finances.

Recommendation: Master Plan be adopted.



Master Plan 2024





Oklahoma City Zoo's Mission Statement

We connect people with our world's vanishing wildlife and wild places to inspire conservation action.

Oklahoma City Zoo's Vision Statement

We envision a world where all people take action to conserve wildlife and wild places.

Core Values:

- **Wildlife & Wild Places**

We use our expertise, dedication and passion to care for animals and nature. We share our passion for animals and their care to advance public understanding and awareness of the diversity, strength, and fragility of the wildlife in our world.

- **Conservation**

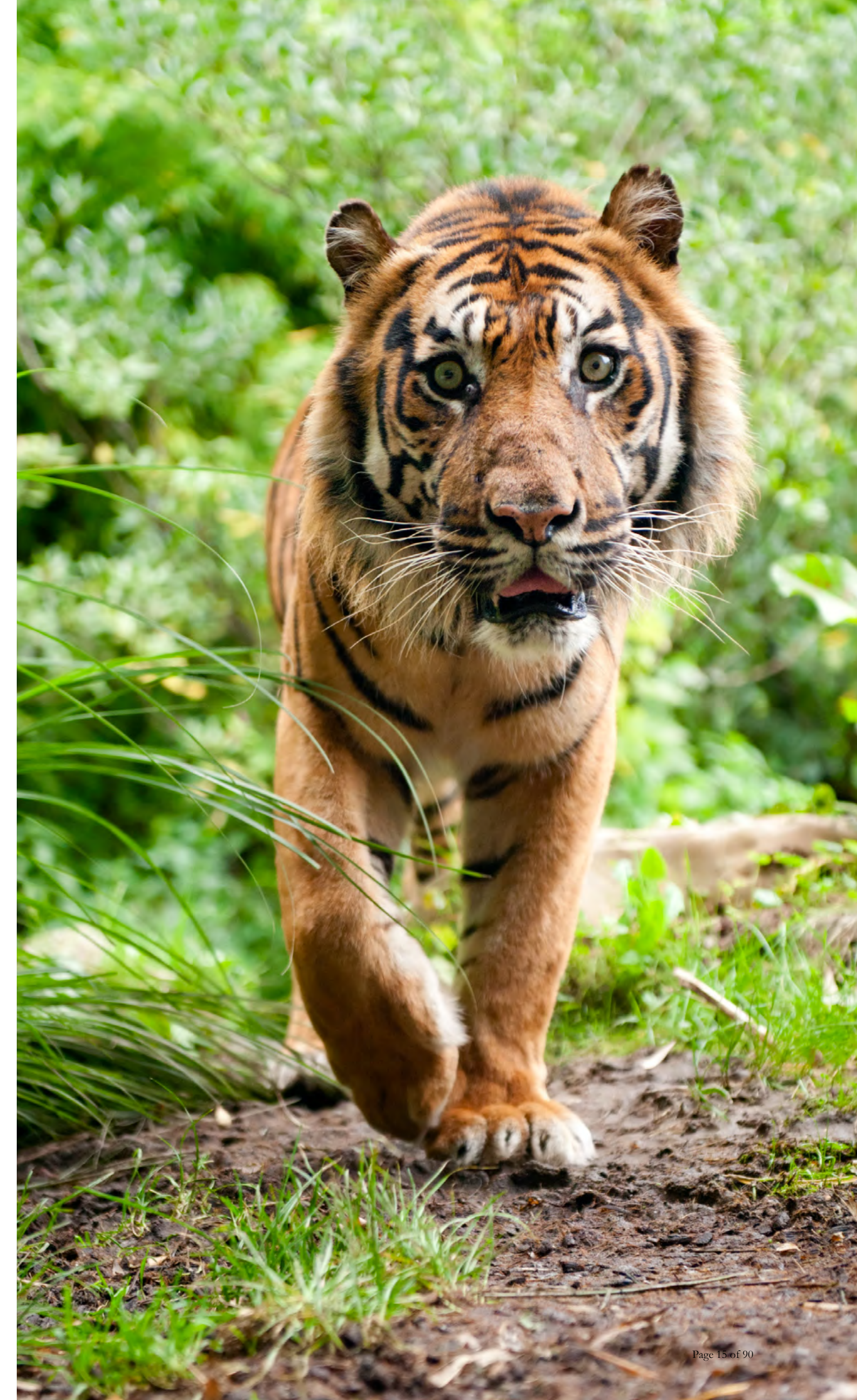
We are leaders in conservation. We honor our planet by leading and supporting advances in conservation, sustainability, and research. Our priority is to share knowledge in an actionable way so that employees, volunteers, and guests can increase our collective positive impact on our world.

- **People**

People matter. We treat people with respect and foster a supportive culture for all employees, volunteers, guests, and community members. We collaborate by listening to different opinions and coming together as one. We appreciate the diversity of humans populating our planet and believe all people should be included and encouraged to help us fulfill our mission.

- **Leadership**

We are committed to the Zoo's mission and success. We lead through action and example with honesty, integrity, transparency, and empathy. With a dedication to excellence in all aspects of our operations, including financial sustainability, we seek to inspire our employees and volunteers, fascinate our guests, and challenge ourselves, colleagues, and industry to innovate and develop ever higher standards.

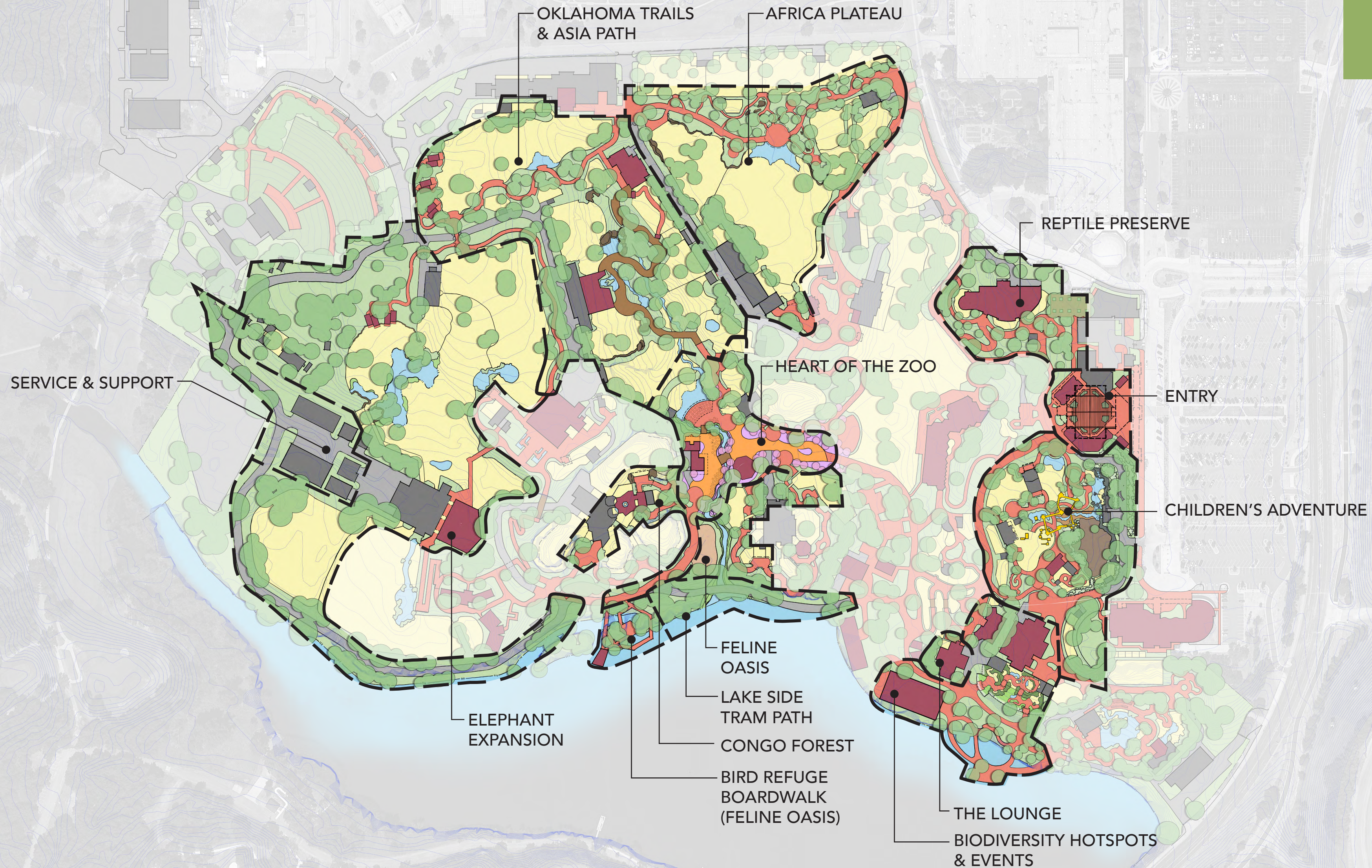


Project Development Criteria:

- Does the project inspire **CONSERVATION** through direct messaging, motivating guests to take action, celebrating the Zoo's expertise, or support endangered wildlife populations in human care?
- Is there a desire by the guest to **EXPERIENCE** the project?
- Can the Zoo provide excellent **ANIMAL WELL-BEING** for the species?
- Are the animals and plants **CLIMATE SUITABLE** for Oklahoma City?
- Are the up front and operating costs appropriate for the Zoo's **FINANCES**?



Project Areas





Africa Plateau

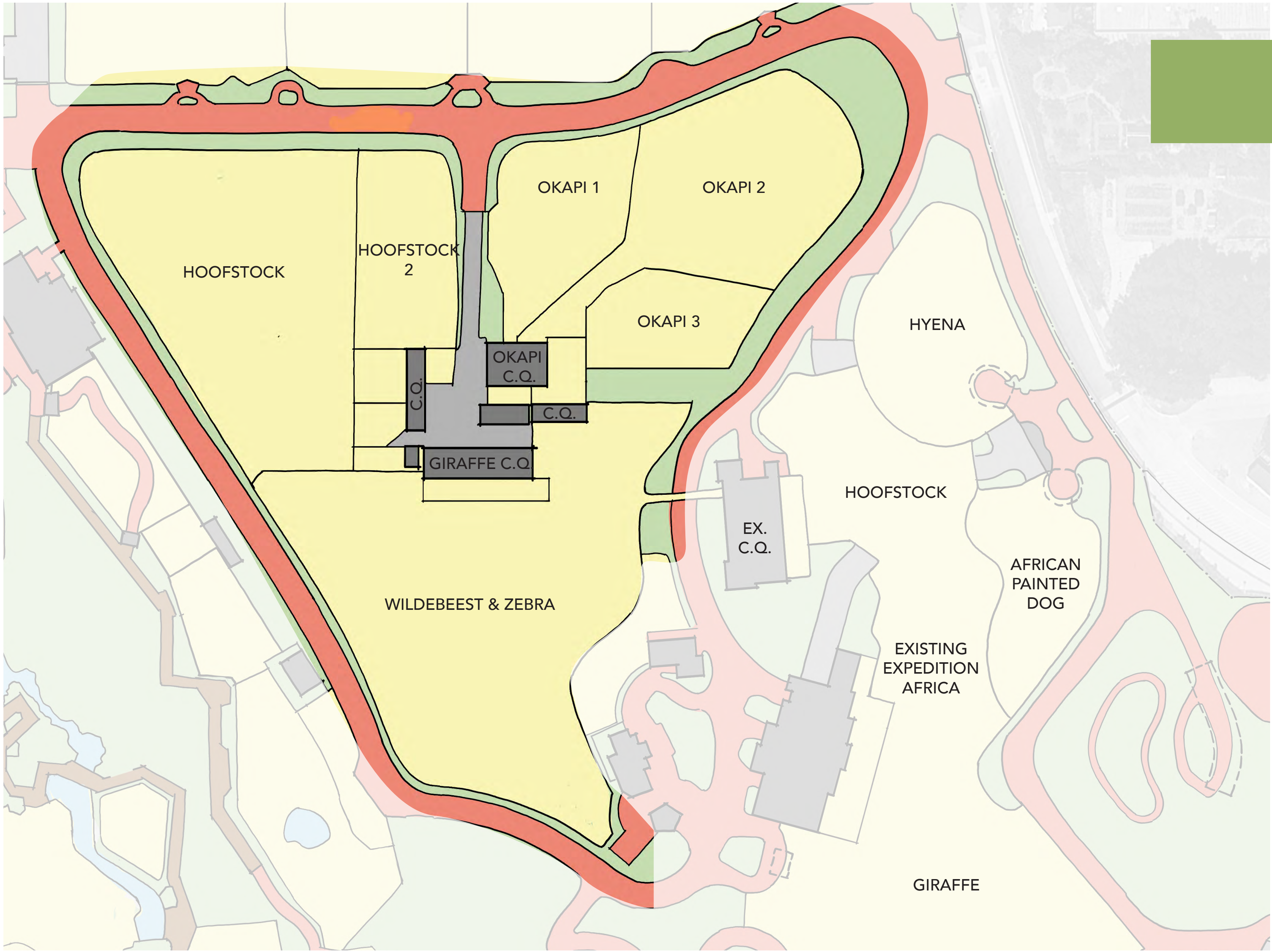
A Safari Viewing Experience

Welcome to the Africa Plateau, the first of 3 priority projects in the Oklahoma City Zoo Master Plan. Designed with the goal of replacing an outdated giraffe barn that is a maintenance concern, and utilizing the Zoo's available space more efficiently by demolishing barns that occupy essential view corridors, Africa Plateau creates an exciting new mixed species viewing experience full of crowd-pleasing African animals. From white rhinoceros, wildebeest, and zebra on the open savannas, to okapi and sitatunga in a lush forest, this exhibit truly reveals the diversity of animals and landscapes to be found in the wilds of Africa.

One of the defining features of the Africa Plateau is the range of views that can be achieved. By consolidating service needs and siting the new rhino and hoofstock barns on the perimeter of the usable animal space, extended views of the savanna are made possible. Guests will feel that they have been transported to an African safari as they look out and see a variety of species roaming freely on the grasslands. Further down the path, guests will encounter forest home of the okapi and sitatunga, a lush and dense habitat that provides a secluded and enriching environment for these unique species. The thoughtful placement of the forest within the exhibit ensures that each animal's needs for privacy, shelter, and exploration are met, while still allowing visitors to observe their captivating behaviors.

And of course, the Africa Plateau would not be complete without the carnivores of Predator Pass. The path weaves through the Savanna Stroll Gardens to the existing viewing shelters for the cheetahs and African painted dogs. This re-imagined route eliminates repetitious viewing experiences and allows the Zoo to invest in beautiful gardens that are integrated into the exhibit design. Incorporating the theming of the exhibits into the story of the planting design, the gardens transition from the "River of Grasses" on the savannas, to the "Stream & Wet Meadow" at the waterhole, and the "The Thicket" at the densely planted Okapi exhibit. With pergolas for animal viewing, carefully placed art nodes, and a new vulture exhibit nestled in the gardens, guests will enjoy discovering all the special details on the African Plateau.

Existing Site



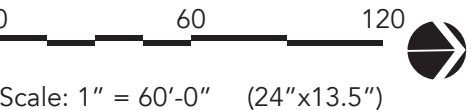
EXISTING OKAPI HABITAT



EXISTING GIRAFFE HABITAT



KEY PLAN



Africa Plateau

Key Features

Savanna Stroll Gardens
Winter View into Rhino Care Quarters
White Rhino Wild Encounter
Savanna Hoofstock Wild Encounter
Okapi Wild Encounter
Mixed Species Exhibits
(10) New Species

Program

Savanna A	62,500 SF
Savanna B	21,000 SF
Okapi A	8,500 SF
Okapi B	7,500 SF
Okapi C	9,000 SF
Vulture	3,000 SF

RHINO ENCOUNTER BOMA

WINTER VIEW

RHINO
C.Q.

YARD

C.Q.

YARD

SERVICE AREA

SAVANNA
B

SAVANNA
A

THE WATERHOLE

EX.
C.Q.

EX. HOG

EXISTING
EXPEDITION
AFRICA

OKAPI
A

OKAPI
B

OKAPI
C

C.Q.

SAVANNA
STROLL

ART
NODE

EXISTING
PREDATOR
PASS

VULTURE



Africa Plateau

Species

Antelope*

Gazelle*

Grey Crowned Crane*

Guinea Fowl*

Impala*

Kudu*

Okapi

Sitatunga*

Southern White Rhino*

Vulture*

Waterbuck*

Wildebeest

Zebra

* New Animal Species at the Zoo



Africa Plateau Phasing

Order of Construction

Phase 1A

Construction

- Rhino & Hoofstock Care Quarters
- Rhino Boma

Phase 1B

Demolition

- Ex. Okapi Exhibits
- Ex. Giraffe Barn

Construction

- Okapi Exhibits
- Okapi Care Quarters
- Savanna A, Savanna B
- Vulture Exhibit
- Savanna Stroll

PHASE 1A

PHASE 1B

0 60 120
Scale: 1" = 60'-0" (24"x13.5")





World Class Reptile Habitats

The Reptile Preserve is a cutting-edge facility that redefines the standard for reptile and amphibian care and conservation. With the Jungle Gym relocated to a new home in Children's Adventure, the new Reptile Preserve can occupy that site, providing an immersive, climate controlled experience near the Zoo entry. The original structure of the herpetarium will be renovated and repurposed as a much-needed guest lounge that provides the zoo with updated restrooms, a nursing room, birthday party room, and an area for guests to take a break so they can make the most of their day at the zoo.

The Reptile Preserve is both an indoor & outdoor facility with several exhibits designed to be viewed from both inside and outside. In this building visitors will also encounter a diverse array of reptiles and amphibians thriving in environments that closely mimic their natural habitats. From the arid deserts of the Southwest to the lush rainforests of the tropics, each exhibit offers a glimpse into the remarkable adaptations and behaviors of snakes, lizards, turtles, and more. As guests explore the facility, they will walk across ravines, peer into crevices, and wander through a 360-degree gallery, where transparent enclosures offer unparalleled views of some of the world's most intriguing and elusive reptiles. Beyond the exhibits, the Reptile Preserve Building features a dedicated demonstration area and incubation zone, where visitors can witness firsthand the marvels of reptile biology and reproduction. From egg-laying turtles to snakes shedding their skin, these interactive presentations provide invaluable insights into the lives of these ancient creatures, fostering a deeper understanding and respect for their role in the ecosystem.

Surrounding the building, the reptile preserve gardens showcase a variety of native reptile and bird habitats that visitors can replicate at home, empowering individuals to become stewards of conservation in their own communities. The gardens also include an art node and pergola for relaxing while nearby, the improved ginkgo plaza serves dual purpose as garden gathering space and an area for after hours events.

Reptile Preserve

Existing Site



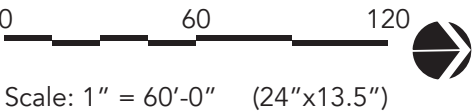
EXISTING CAMEL RIDES



EXISTING JUNGLE GYM



KEY PLAN



Reptile Preserve

Key Features

- Indoor/Outdoor Habitats
- Revitalized Ginkgo Plaza
- Climate Controlled Experience Close to the Zoo Entry
- Guest Lounge at Existing Reptile House

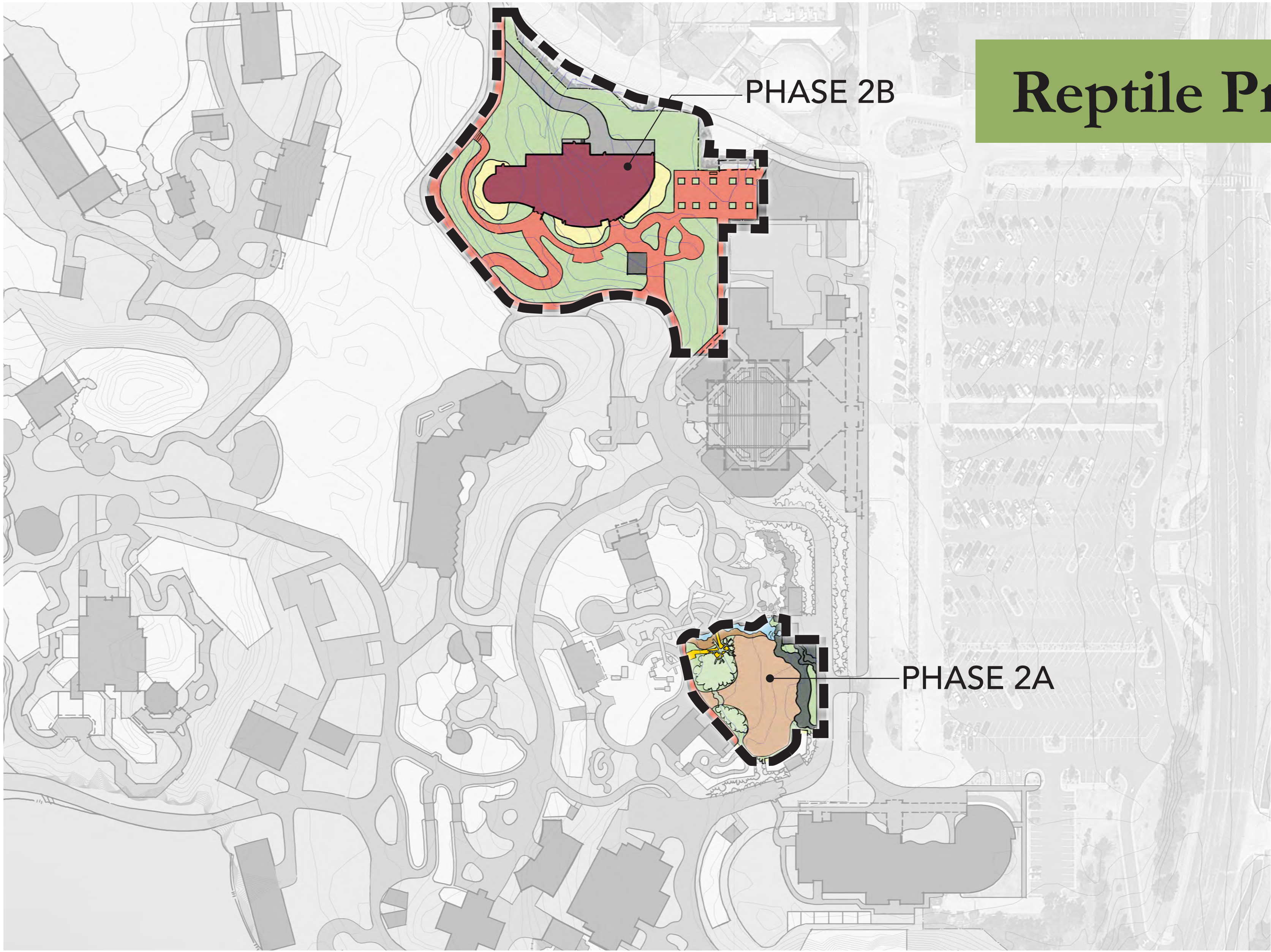
Program

Outdoor Reptile 1	1600 SF
Outdoor Reptile 2	1300 SF
Outdoor Reptile 3	1500 SF



0 60 120
Scale: 1" = 60'-0" (24"x13.5")

Reptile Preserve Phasing



Order of Construction

Phase 2A

Demolition

- Ex. Small Primate at Children's Adventure

Construction

- Jungle Gym/Nature Play Area

Phase 2B

Demolition

- Ex. Camel Rides
- Ex. Jungle Gym

Construction

- Reptile Preserve
- Reptile Preserve Gardens
- Plaza Improvements
- Events Entry Kiosk



The Key to a Delightful Zoo Visit

The Heart of the Zoo is a crossroads - a key point through which guests pass up to six times during a visit to the Zoo. Currently, its jumble of paths and difficult to find amenities detract from the guest experience rather than enhance it. In this plan, the Heart of the Zoo is re-imagined as an inviting, identifiable gathering space. The path from the entry gives way to the Heart of the Zoo via the vibrant display gardens of the Redbud Promenade. Consolidating and highlighting multiple exhibit entries such as: Expedition Africa, Feline Oasis, Oklahoma Trails, Congo Forest, and Sanctuary Asia, this highly trafficked portion of the Zoo now uses simplified circulation for an improved guest experience. Furthermore, guests passing through the plaza will now encounter a new central restaurant, the Redbud Café, multiple times during their visit to the Zoo.

Showcasing the beauty of working with nature instead of against it, the Heart of the Zoo brings back to daylight a natural stormwater path through the Zoo's center. This natural form of stormwater management provides the Zoo with interpretive opportunities for water conservation and low-impact development while turning what was once an engineering problem into a unique Zoo feature. Shaded seating along the edge of the seasonal stream provides a chance to enjoy a meal from the Redbud Café and creates a rendezvous spot for families near entries to multiple exhibits.

Using a walk-up counter service method, the Redbud Café allows for efficient service with abundant shaded outdoor seating. Guests can enjoy their food with multi-layered views of black bear, elk, pronghorn, and an active wetland featuring alligators. To further enhance guest comfort, exceptional restrooms with unique interior exhibits are located just off the plaza for easy access.

This project, while being in a challenging location at the center of the Zoo, is the organizational key to solving many of the Zoo's current circulation issues. By creating clearly defined exhibit entries among clustered visitor amenities, Heart of the Zoo becomes the central hub for the campus.

Heart of the Zoo & Redbud Cafe



Existing Site



EXISTING PATH TO HEART OF THE ZOO



EXISTING DINING PAVILION

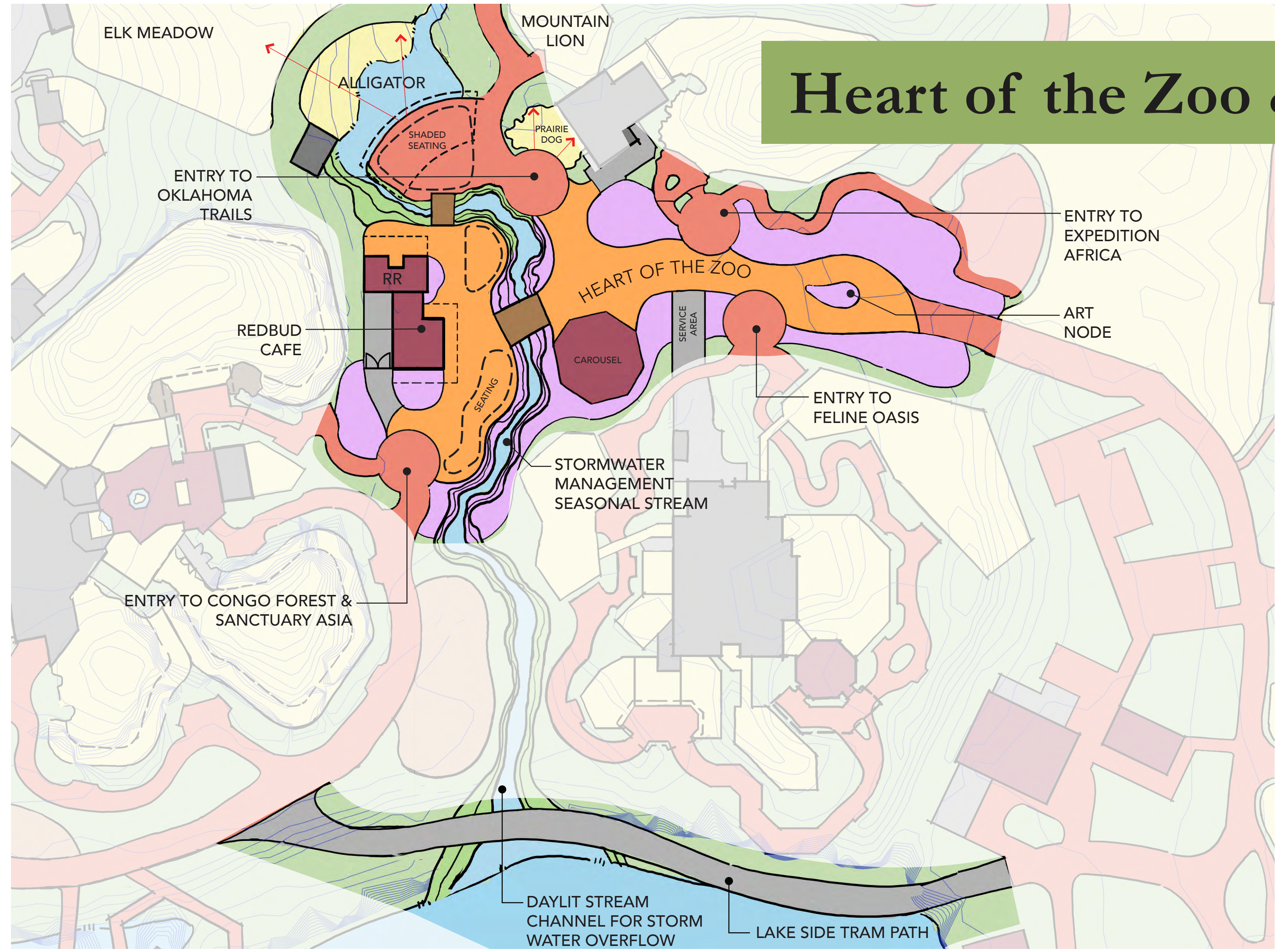


KEY PLAN



Scale: 1" = 50'-0" (24"x13.5")

Heart of the Zoo & Redbud Cafe

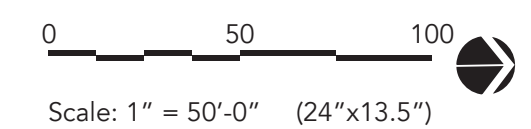


Key Features

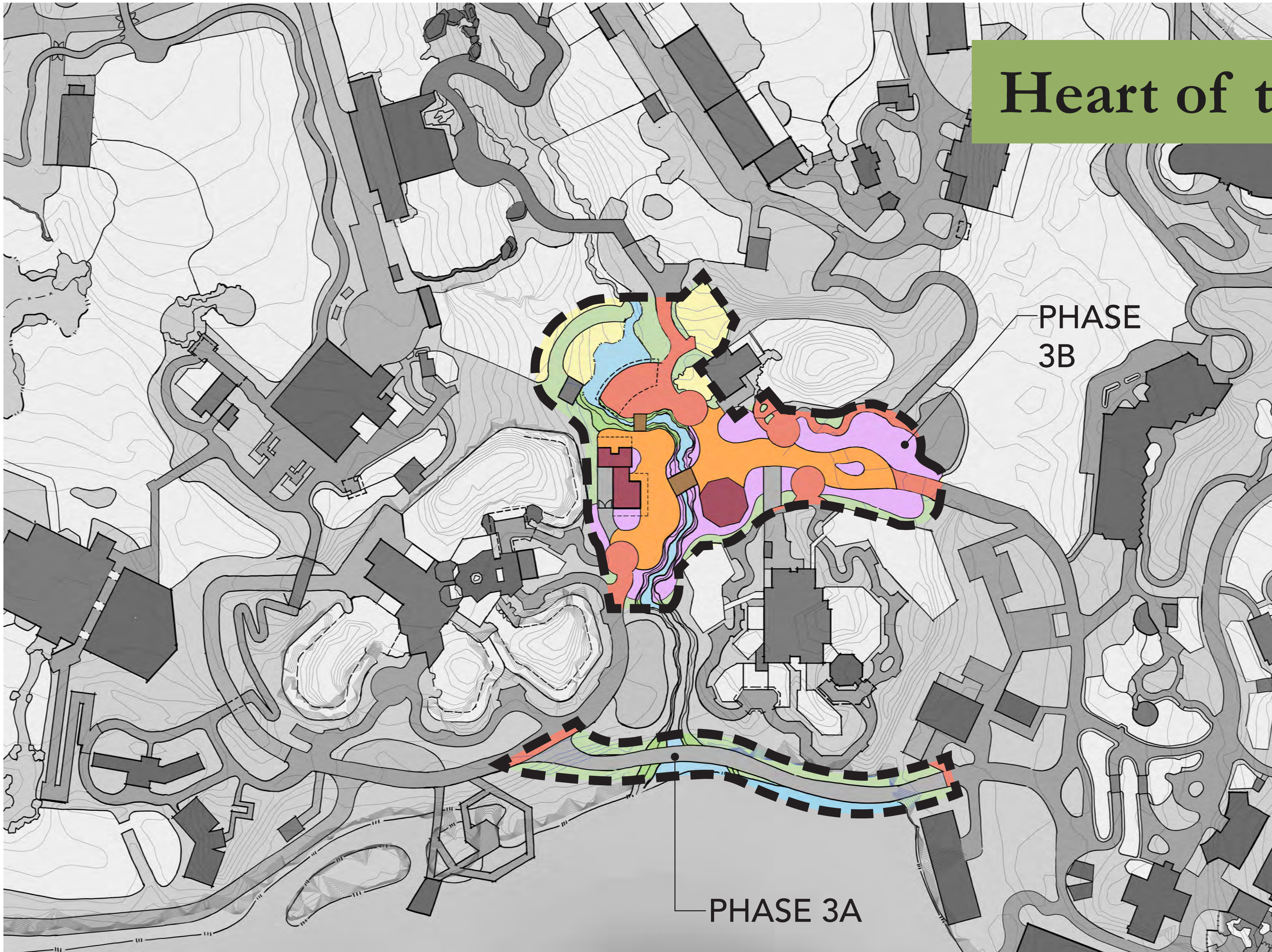
- Organized circulation with exhibit entries clearly defined
- New Redbud Cafe with exceptional restrooms
- Shaded outdoor seating with views of Oklahoma Trails
- Stormwater management seasonal stream

Program

Alligator Habitat	5,800 SF
Red Bud Cafe	4,500 SF
250 Outdoor Seats	
Restrooms: Men's, Women's, Family	
Relocated Carousel	
Lakeside Tram Path	



Heart of the Zoo Phasing



Order of Construction

Phase 3A

Construction

- Lake Side Tram Path

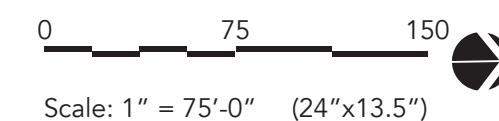
Phase 3B

Demolition

- Ex. Best of Oklahoma
- Ex. Alligator Exhibit
- Ex. Alligator Barn

Construction

- Feline Oasis Entry
- Expedition Africa Entry
- Congo Forest & Sanctuary Asia Entry
- Redbud Promenade
- Relocate Carousel
- Redbud Cafe
- Dining Terrace
- Alligator Exhibit & C.Q.





Enhancing a Guest Favorite

Previously the source of a major circulation dilemma for the Zoo and an area in need of updates, the revised Oklahoma Trails reimagines the guest flow as a single two-way path up the canyon rather than the hairpin it is today. Continuing to feature fan favorites such as black and brown bears, this project enhances the viewing of these animals along with creating new immersive exhibits with exciting new animal species. In addition, by simplifying guest circulation and expanding the bison exhibit footprint, a critical new connection is made between the Animal Hospital and Lotus Café where guests can view Indian rhino on their way to Sanctuary Asia.

Visitors coming from the Redbud Promenade will enjoy layered views of an active wetland with alligator, elk, and pronghorn on the plains, while possibly catching a glimpse of black bear on territorial rocks beyond the improved trail head. As guests proceed along the trails and elevated concrete walkways, they'll experience views of predators such as mountain lions, coyote, and new underwater views of brown bears. Just as the trail leaves the forested boardwalk and transitions into the plains of Oklahoma, guests will be introduced to species such as wolf, prairie dog, and bison. For those looking to extend their stay at the Zoo, the addition of up to four Oklahoma themed guest suites with private outdoor viewing of bison can be rented out as brand-new Wild Encounter experience.

Oklahoma Trails

Existing Site



EXISTING ENTRY TO OKLAHOMA TRAILS



EXISTING BROWN BEAR HABITAT



KEY PLAN

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Scale: 1" = 50'-0" (24"x13.5")

Oklahoma Trails

Key Features

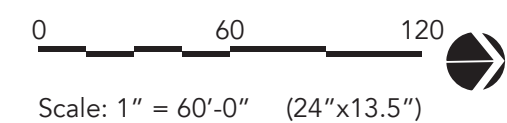
Underwater view of Brown Bear

Single path route for better connections to Africa and Asia

North American panorama with Alligator, Elk, Pronghorn, & Black Bear

Program

Bison	68,000 SF
Prairie Dog	2,500 SF
Whooping Crane	4,000 SF
Brown Bear	24,000 SF
Black Bear	15,000 SF
Elk & Pronghorn A	17,000 SF
Elk & Pronghorn B	10,000 SF
Wolf	10,000 SF
Coyote	9,500 SF
Eagle	2,000 SF
Aviary	8,600 SF





Multi-Level Play & Life-long Memories

The unveiling of a new Children's Adventure near the entry of the Zoo promises an immersive and enchanting experience for young visitors and families alike. At the center of the excitement stands a treetop play structure, a whimsical combination of climbing nets, slides, and play elements to spark imagination and encourage exploration. Children can ascend to new heights with panoramic views of the surrounding habitats, fostering a sense of adventure unlike any other. Below the soaring structure, a meandering stream invites youngsters and their families to splash and frolic amidst gentle cascades and bubbling fountains; a respite from the Oklahoma heat.

Adjacent to the play area amidst lush foliage and tranquil pools, flamingos elegantly wade while tortoises leisurely roam, creating a dynamic that instills a sense of wonder in visitors of all ages. Nearby, the lorikeet aviary buzzes with vibrant colors and melodic chirps as children interact with these playful birds. Rounding out the immersive experience is the eagerly anticipated giant otter exhibit, where children can marvel at these charismatic creatures as they actively explore their aquatic playground.

Guests venturing to the Canopy Restaurant on the path around the Children's Adventure area will encounter new primate and reptile exhibits that showcase the incredible diversity of life found around the world. Beyond the reptile exhibit, in an area just for the education department, a new education play lawn gives campers the opportunity to stretch their legs outside and allows ambassador animals the same opportunity with off exhibit yards for them to enjoy when they aren't out changing lives. In this dynamic and engaging environment, the new Children's Adventure at the Oklahoma City Zoo and the supporting education areas promise endless opportunities for laughter, learning, and unforgettable moments of discovery.

Children's Adventure

Existing Site



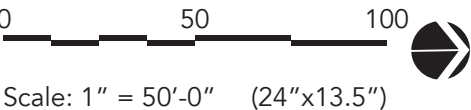
EXISTING BARNYARD



EXISTING FLAMINGO HABITAT



KEY PLAN



Scale: 1" = 50'-0" (24"x13.5")

Children's Adventure

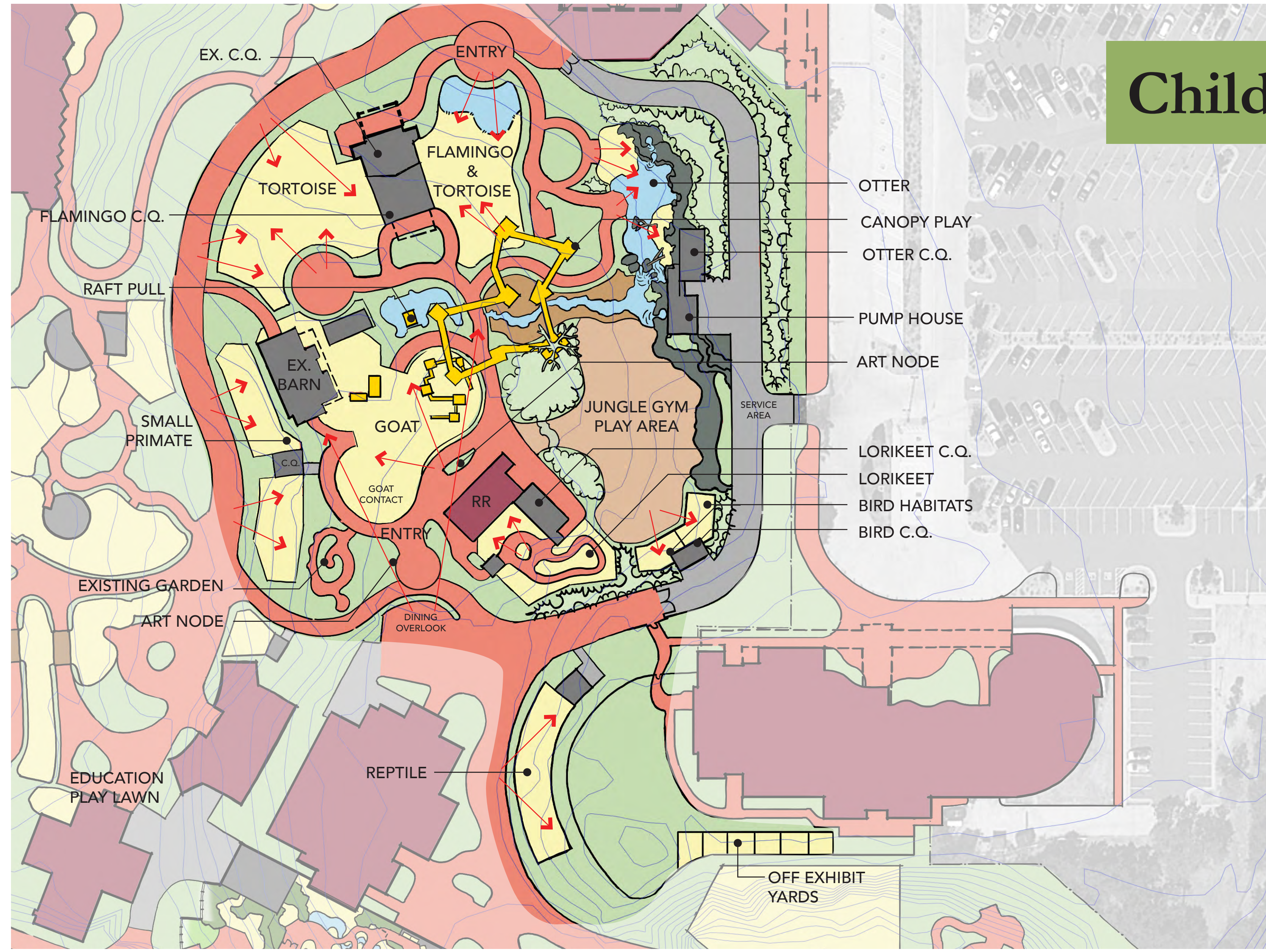
Key Features

Large nature focused play areas
themed on different ecosystems

High impact, playful, & social animals

Program

Tortoise	8,000 SF
Flamingo & Tortoise	6,500 SF
Giant River Otter	3,500 SF
Goat Contact	9,000 SF
Small Primate 1	2,000 SF
Small Primate 2	2,000 SF
Bird 1	1,300 SF
Bird 2	2,000 SF
Reptile	4,000 SF
Lorikeet	4,000 SF





A Sheltered Entry Experience

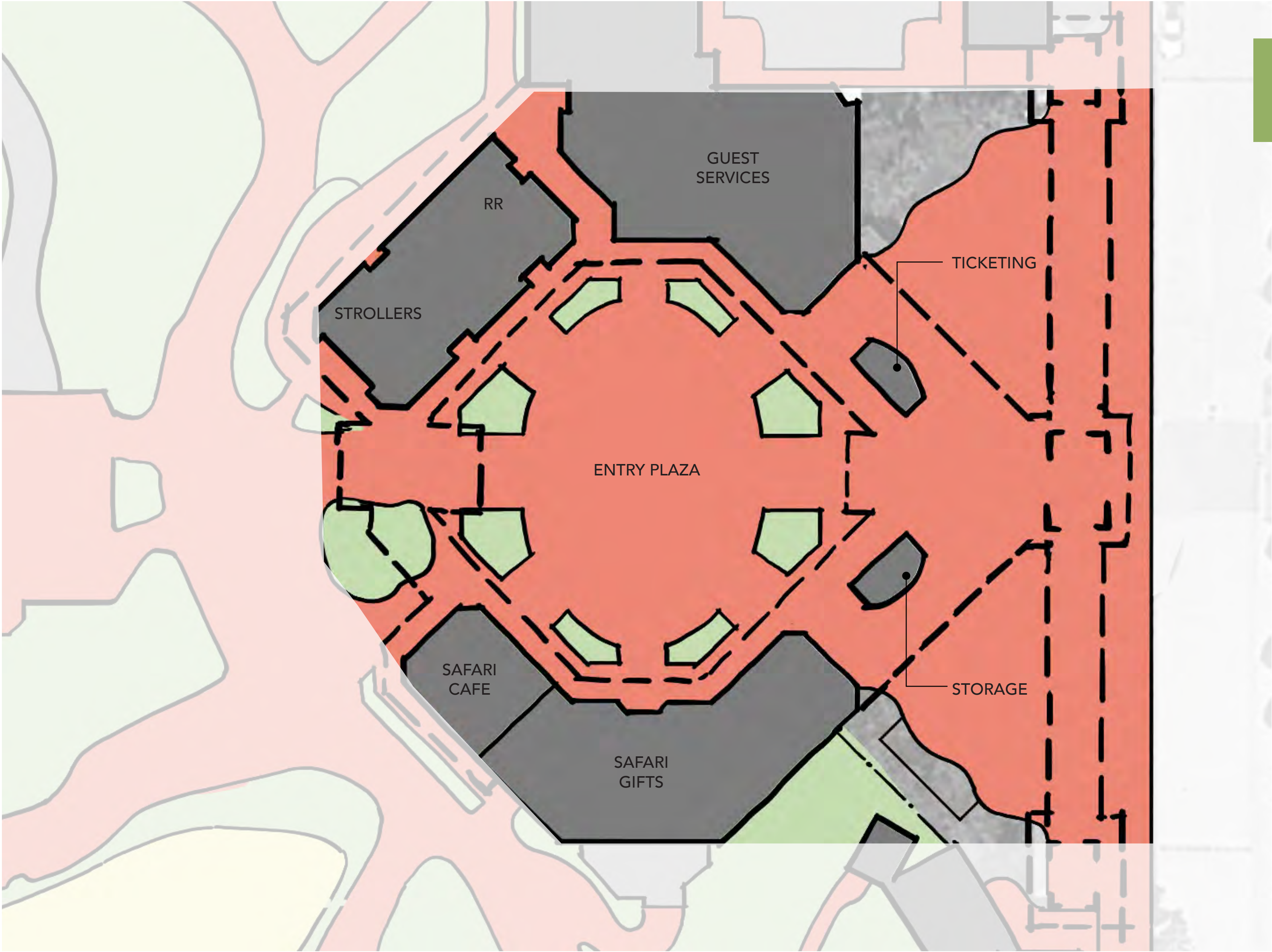
Future visitors to the Oklahoma City Zoo will be welcomed to the park with an enhanced entry improving both the aesthetics and functionality of the welcome plaza. A new ticketing building creates a streamlined entry experience for guests as they arrive, and an event liaison building to the East maintains the original symmetrical charm of the entry by creating a check-in point for large groups.

Nestled above native flora in the existing plaza, a shaded arbor provides a respite from the sun's rays offering a comfortable setting for visitors to gather themselves as they enter and exit the zoo. As guests wander beneath the cool canopy of the shade structure, they are encouraged to linger, providing the perfect moment to visit the gift shop or grab a drink from the café. During winter, the arbor will be an integral part of the annual Zoo Lights events, making the entry all the more exciting during the holiday season.

Whether it's starting a day off right with an easy entry experience or seeking refuge from the midday heat, guests are sure to find a comfortable spot to gather beneath the sheltering embrace of the Oklahoma City Zoo's renovated entry.

Entry

Existing Site



EXISTING ZOO ENTRANCE



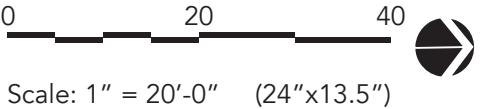
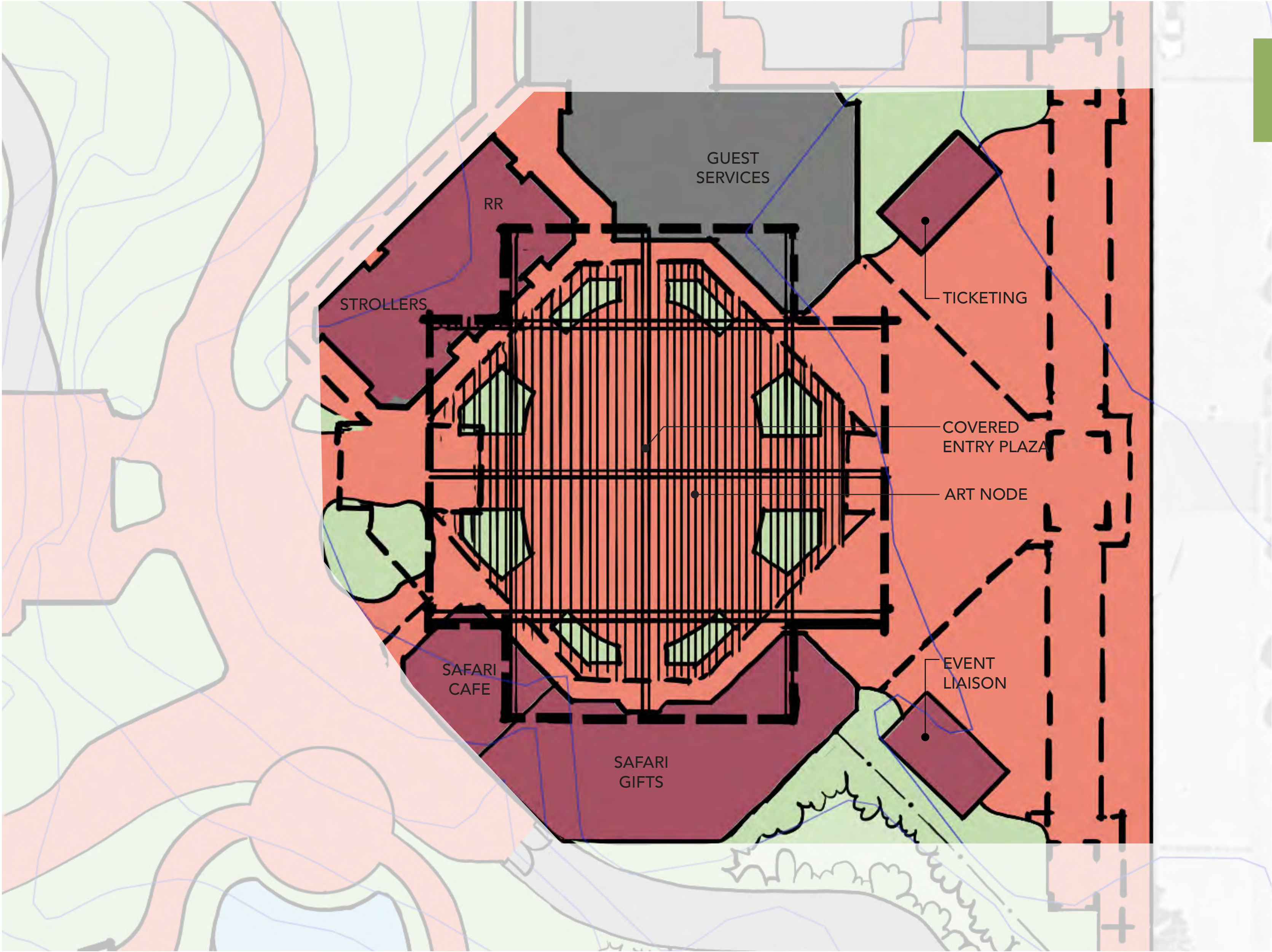
EXISTING ENTRY PLAZA



Entry

Key Features & Program

Covered Entry	9500 SF
Modern Ticketing Booth	500 SF
Event Liaison Booth	500 SF
Improved Parking Lot	
Wayfinding	





An Elephant Herd with Room to Grow

As a leader in elephant care and management, the Zoo is lucky to be in a position of having a growing multi-generational herd of Asian elephants. To accommodate the growth of the herd and expand the ability to keep elephants in their natural family groups, this master plan expands Sanctuary Asia and sets a new standard for elephant care. The addition of a new elephant yard and the expansion of the existing elephant exhibit near Lotus Café are critical to create the necessary space for the growth of the heard in the years to come. By relocating the service road to the perimeter of the Zoo along the lake, the central area of Sanctuary Asia can be repurposed for animal space. In doing so, a more optimal use of land is achieved and the guest experience is improved by eliminating a confusing intersection at the Zoo. In the expanded exhibit, elephants roam freely across lush terrain and frolic in the refreshing waters of a sprawling waterhole. Hidden in that waterhole is the containment system for the elephants, making the landscape appear boundless. This innovative design not only prioritizes the well-being of the animals but also provides visitors with an immersive and unforgettable view shed.

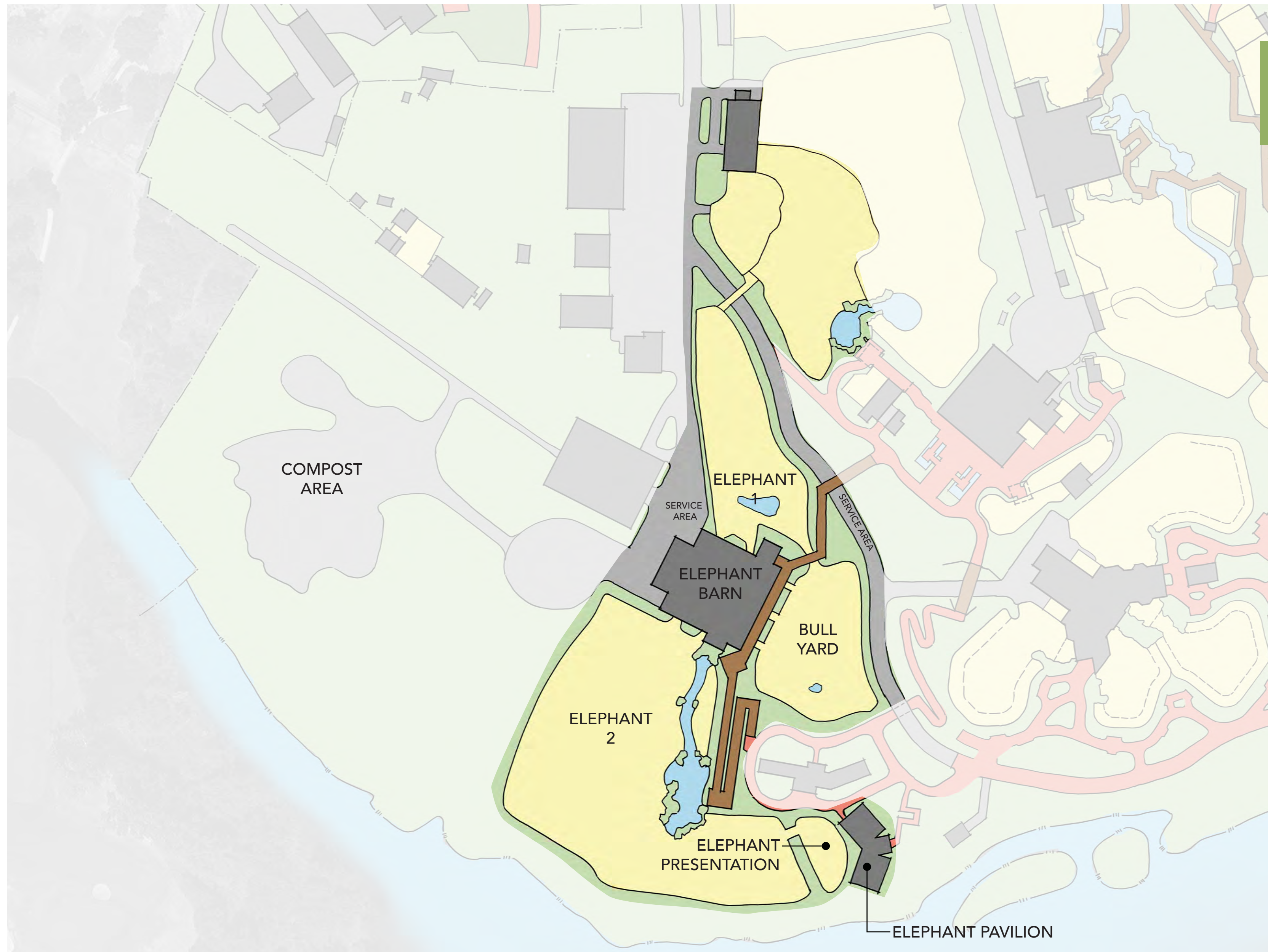
Beyond the traditional exhibit space lies an exciting rotational habitat, where keepers can seamlessly transition between different animal species, including Asian elephants, Indian rhinos, and Asian antelope. This dynamic environment offers a layered mixed species look, just as you would see in the savannas of India. From the vantage points of the Lotus Cafe or the exclusive new elephant suites available for overnight stays, guests can marvel at the diverse wildlife that calls these Asian plains home.

Complementing the outdoor space is the introduction of a state-of-the-art indoor elephant herd room, offering a sanctuary from inclement weather and a tranquil retreat for natural behavior. Equipped with spacious accommodations, a natural substrate floor, and a climate-controlled environment, the herd room serves as a place for elephants to socialize, engage in enrichment, and receive the highest quality of care as the herd grows.

Elephant Expansion



Existing Site



EXISTING SERVICE DRIVE NEAR ELEPHANT



EXISTING LAND BEHIND ELEPHANT HABITAT



Elephant Expansion

Key Features

Herd Room

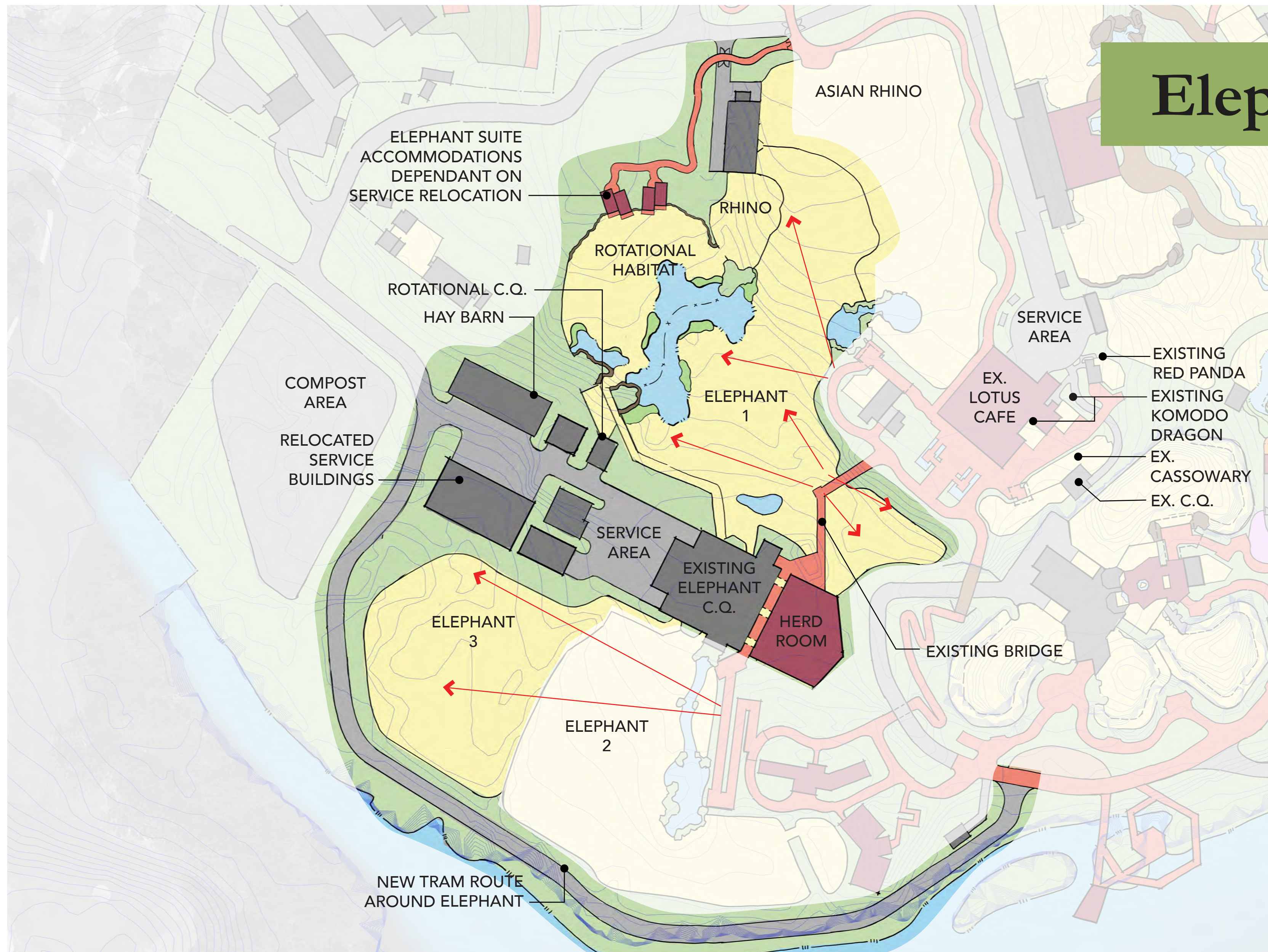
Expanded Space for Large Elephant Herd (2 additional acres)

Overnight Accommodations

New Tram Route Around Elephant

Program

Elephant 1	104,000 SF
Elephant 2	83,500 SF
Elephant 3	73,500 SF
Rotational Habitat	24,000 SF
Herd Room	11,000 SF
Overnight Accommodations	4 Units





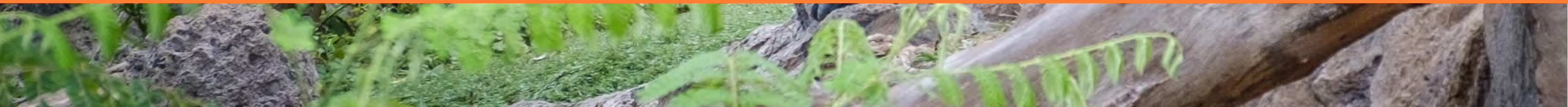
World Class Gorilla and Chimpanzee Viewing, Year Round

Welcome to the Congo Forest, a captivating exhibit renovation where guests embark on an immersive journey into the lush and vibrant ecosystem of Central Africa. As guests enter this updated exhibit they'll be introduced to a lively new addition: the black & white colobus monkeys. With their striking black and white fur and graceful acrobatics, these arboreal primates captivate audiences of all ages.

Down a forest path is a new shelter with glass walls adjacent to an updated gorilla habitat. Here visitors have a shaded opportunity to glimpse a gorilla nose-to-nose before they enter the Congo Forest building. Inside, guests are treated to a climate controlled space with intimate encounters of gorillas and chimpanzees in innovative day rooms. Large, filled with natural light and enrichment structures for climbing, these state-of-the-art day rooms provide guests with the opportunity observe great apes up close. With a glass front separating guests from the apes and an operable glass back offering views to the landscape, these day rooms are an ape version of an indoor-outdoor living room. Guests will gain an appreciation their social dynamics, intricate behaviors, and playful antics as they roam freely between their indoor and outdoor spaces.

New indoor day rooms for the gorillas and chimpanzees allow for the much-needed redesign of the original day rooms into behind scenes animal transfers and new guest facing interior exhibits showcasing the rich biodiversity of the Congo forests, including everything from elusive reptiles to vibrant amphibians. These African rainforest exhibits transform an experience once solely focused on large primates into an opportunity to introduce guests to a fragile ecosystem and share its unique conservation stories.

Congo Forest



Existing Site



EXISTING GORILLA CENTER ENTRANCE



EXISTING GORILLA C HABITAT



0 40 80
Scale: 1" = 40'-0" (24"x13.5")

Congo Forest

Key Features

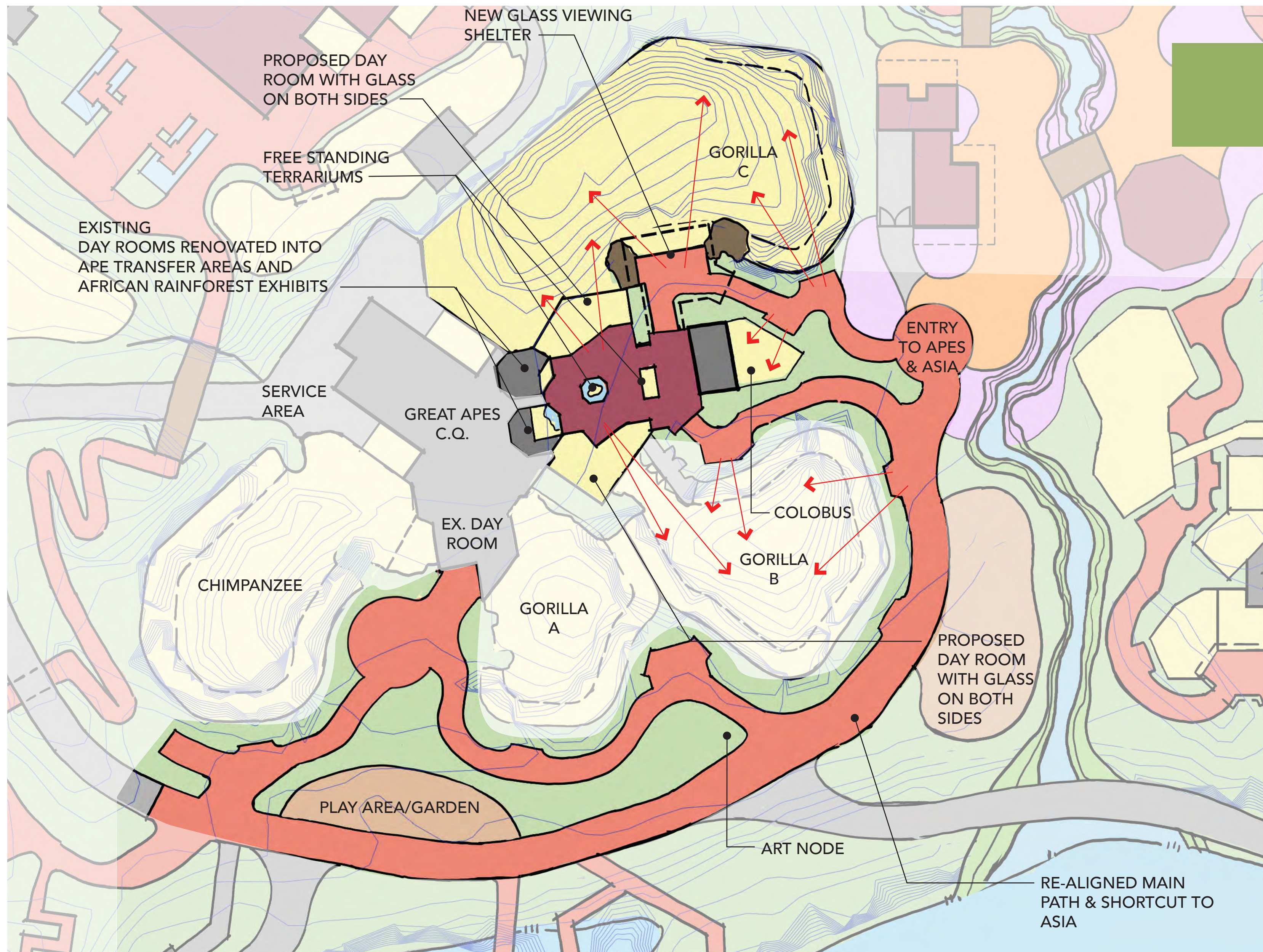
Colobus Exhibit & other Congo species

Glass Viewing Shelter for Gorilla C

Modern day rooms that connect to exhibits

Program

Gorilla C	22,500 SF
Gorilla C Day Room	1,100 SF
Gorilla B Day Room	1,400 SF
Colobus	1,000 SF
Rainforest Exhibit 1	70 SF
Rainforest Exhibit 2	270 SF
(2) Free Standing Terrariums	





Enriching Exhibits for Fan Favorites

Step into the enchanting world of Feline Oasis, a series of immersive exhibits that transport guests into the diverse habitats and captivating lives of felines from every corner of the globe. This improved exhibit experience features larger jaguar and tiger exhibits, a big cat training demonstration wall, and seven completely renovated small cat exhibits. Designed as a series of habitats, each represents the natural environment the species of cat calls home. Ranging from the dense rainforests of South America to the vast deserts of Africa, this oasis highlights the variety cats in the animal kingdom and shows how each has adapted its individual environment.

The exhibit also incorporates a conservation message, shedding light on the challenges faced by wild cat populations due to habitat loss, poaching, and climate change. Feline Oasis not only captivates with its immersive experience but also serves to evoke both awe and respect for cat species large and small.

While felines make up the majority of this project area, spaces designated for play and native wildlife viewing are also included. As guests travel farther south toward Sanctuary Asia, they will find a nature based playground with logs and other natural elements used in lieu of traditional play equipment. Here, children will learn to see the natural environment as their playground and have the opportunity to play in a area more centrally located in the Zoo.

On the botanical side of the Zoo, this project area also includes the Bird Refuge Boardwalk. Focused on creating a habitat for native birds, the gardens in this area provide shelter and sustenance being while a quiet area for guests to enjoy bird watching with views of the lake. Hosting conservation messaging concerning local avian wildlife throughout, the Bird Refuge Boardwalk serves as an educational opportunity and allows visitors to appreciate Oklahoma's native wildlife.

Feline Oasis



Existing Site



EXISTING JAGUAR HABITAT



EXISTING TIGER HABITAT



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Scale: 1" = 50'-0" (24"x13.5")

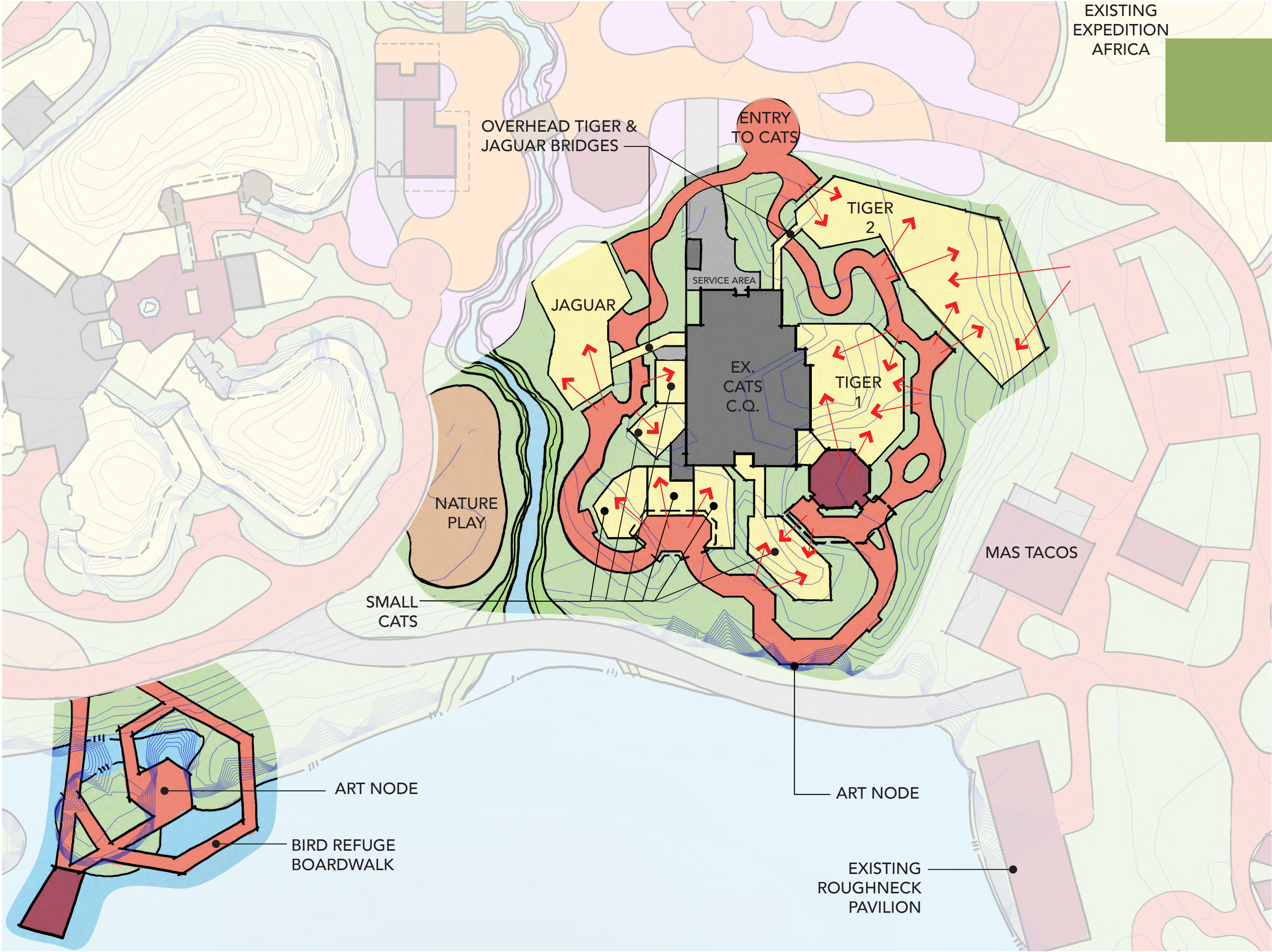
Feline Oasis

Key Features

- Jaguar & Tiger Demonstration Wall
- Expanded Jaguar & Tiger Exhibits
- Nature Play Area

Program

Tiger 1	5,500 SF
Tiger 2	5,800 SF
Jaguar	4,800 SF
Small Cat 1	650 SF
Small Cat 2	1000 SF
Small Cat 3	1,400 SF
Small Cat 4	900 SF
Small Cat 5	1,200 SF





An Exploration of Global Biodiversity

Nestled along the lakeside path lies the new Biodiversity Hotspots building, a beacon of discovery showcasing the rich variety of life found in some of the world's most ecologically diverse regions. As visitors step through the glass doors, they are transported on a global journey through lush rainforests, and arid deserts, encountering a breathtaking array of wildlife and plants from across the globe. Within the confines of the building, guests encounter a harmonious mix of animal exhibits, a walk-through aviary, and interior gardens, each curated to highlight the unique biodiversity of its respective habitat.

From the dining room of the Canopy Restaurant, guests immerse themselves in the sights and sounds of nature while enjoying a meal and escaping the heat. As visitors dine, they'll witness the bustling activity of exotic birds, vibrant reptiles, and elusive mammals while having their curiosity piqued by the colors and textures of the interior gardens. Meanwhile, those traversing the guest path outside are treated to walk through views of the aviary from the upper level of the Biodiversity Hotspots building. Furthermore, guests will experience a new outdoor primate exhibit where playful monkeys activate the exterior path.

For those approaching from the lakeside path, the ground-level view of the Biodiversity Hotspots building's glass exterior soars skyward, coaxing guests to embark on a sensory journey through the world's most biologically diverse ecosystems. On the lake shore, an events tent nestled amidst aquatic gardens provides a picturesque backdrop for event rentals and gatherings; a tranquil oasis to celebrate and connect amidst the wonders of nature.

Farther down the path, guests seeking an additional bird experience will find a new climate controlled aviary. This building, focused solely on birds, will showcase a variety of species with the intent of enhancing the Zoo's collection and providing a space for conservation breeding of tropical birds.

Biodiversity Hotspots & Events

Existing Site



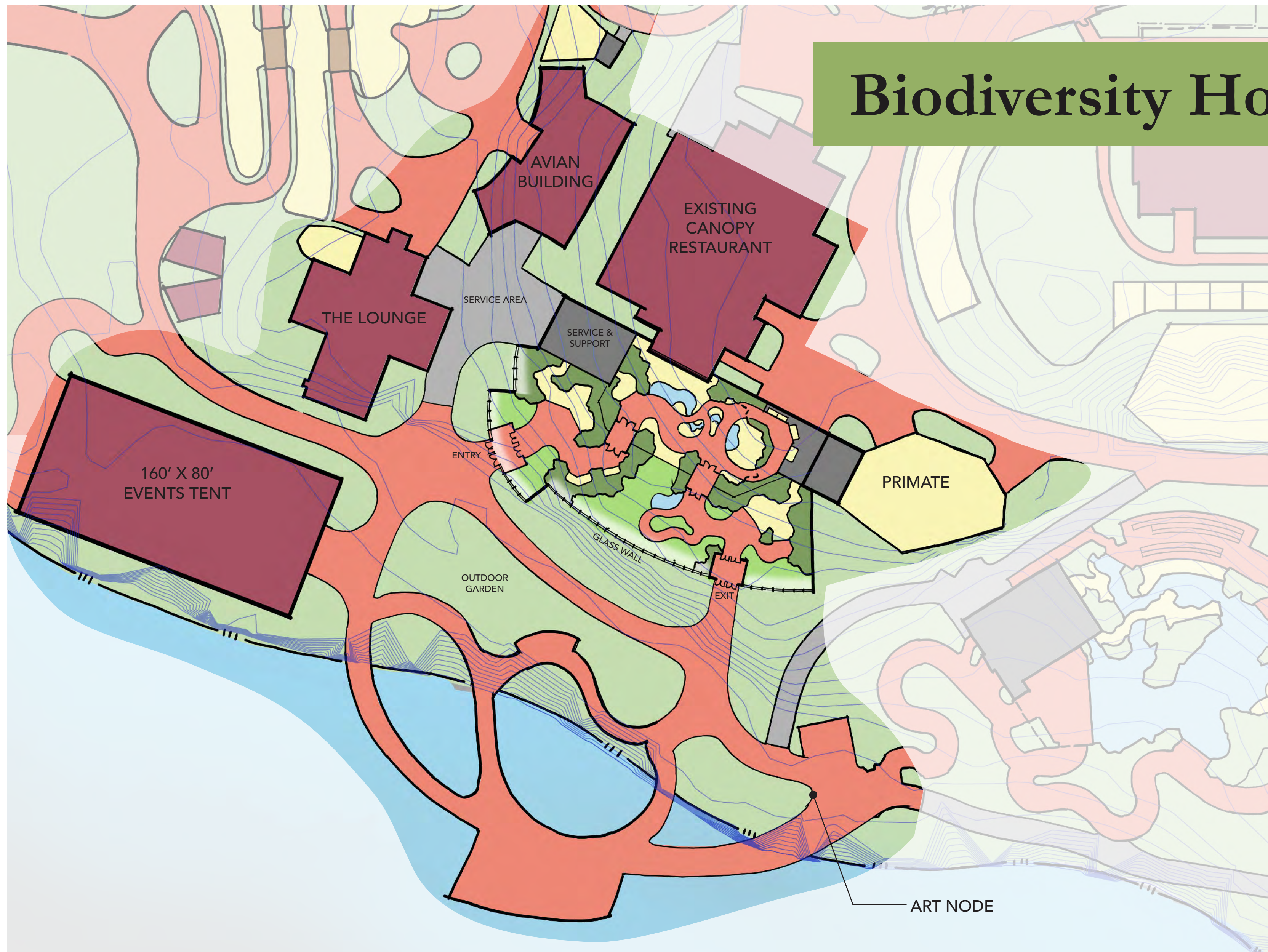
EXISTING HERPETARIUM



EXISTING EXHIBIT NEAR ZOO LAKE



Biodiversity Hotspots & Events



Key Features

- Biodiversity Building
- Zoo Guest Lounge in the Historic Reptile House
- Events Tent
- Modern Aviary Building

Program

Biodiversity Building	18,700 SF
Aviary Building	4,400 SF
Zoo Guest Lounge	5,000 SF
Primate	4,000 SF
Events Tent	12,800 SF
	500 Seats

Biodiversity Hotspots



Key Features

Two-Level Viewing

Walk-Through Aviary

Indoor Gardens & Endangered Animal Habitats

Program

Aviary	5,900 SF
Exhibit 1	550 SF
Exhibit 2	600 SF
Terrarium Habitats	8



A Thoughtful Layout for the Future

Relocating the service area within the Oklahoma City Zoo is a strategic move poised to catalyze future expansion and enhance visitor experiences. By freeing up prime real estate previously occupied by service facilities, the Zoo gains invaluable space to introduce innovative exhibits, immersive attractions, and conservation initiatives. This relocation not only optimizes the layout of the Zoo but also allows for the future development of more spacious and engaging habitats for the diverse array of animal species housed within its grounds.

Moreover, relocating the service area streamlines logistical operations, improving efficiency and accessibility for staff while minimizing disruptions to guest experiences. With the addition of a service access road connecting back of house facilities situated in more strategic locations, maintenance crews can respond promptly to the needs of exhibits and amenities, ensuring that the Zoo remains a pristine and inviting destination for visitors of all ages. This shift not only optimizes workflow management but also enables the implementation of sustainable practices and infrastructure upgrades, aligning with the Zoo's commitment to environmental stewardship and responsible resource management. As the Oklahoma City Zoo looks toward the future, the relocation of its service area lays a solid foundation for continued growth, innovation, public engagement, and excellence in wildlife conservation.

Service & Support



Existing Site

SERVICE BUILDING 1

SERVICE BUILDING 2

SERVICE BUILDING 3

SERVICE AREA

EXISTING AMPHITHEATER

SERVICE AREA

SERVICE BUILDING 4

SERVICE BUILDING 5

SERVICE BUILDING 6

SERVICE BUILDING 7



EXISTING SERVICE DRIVE



0 125 250

Scale: 1" = 125'-0" (24"x13.5")

Service & Support

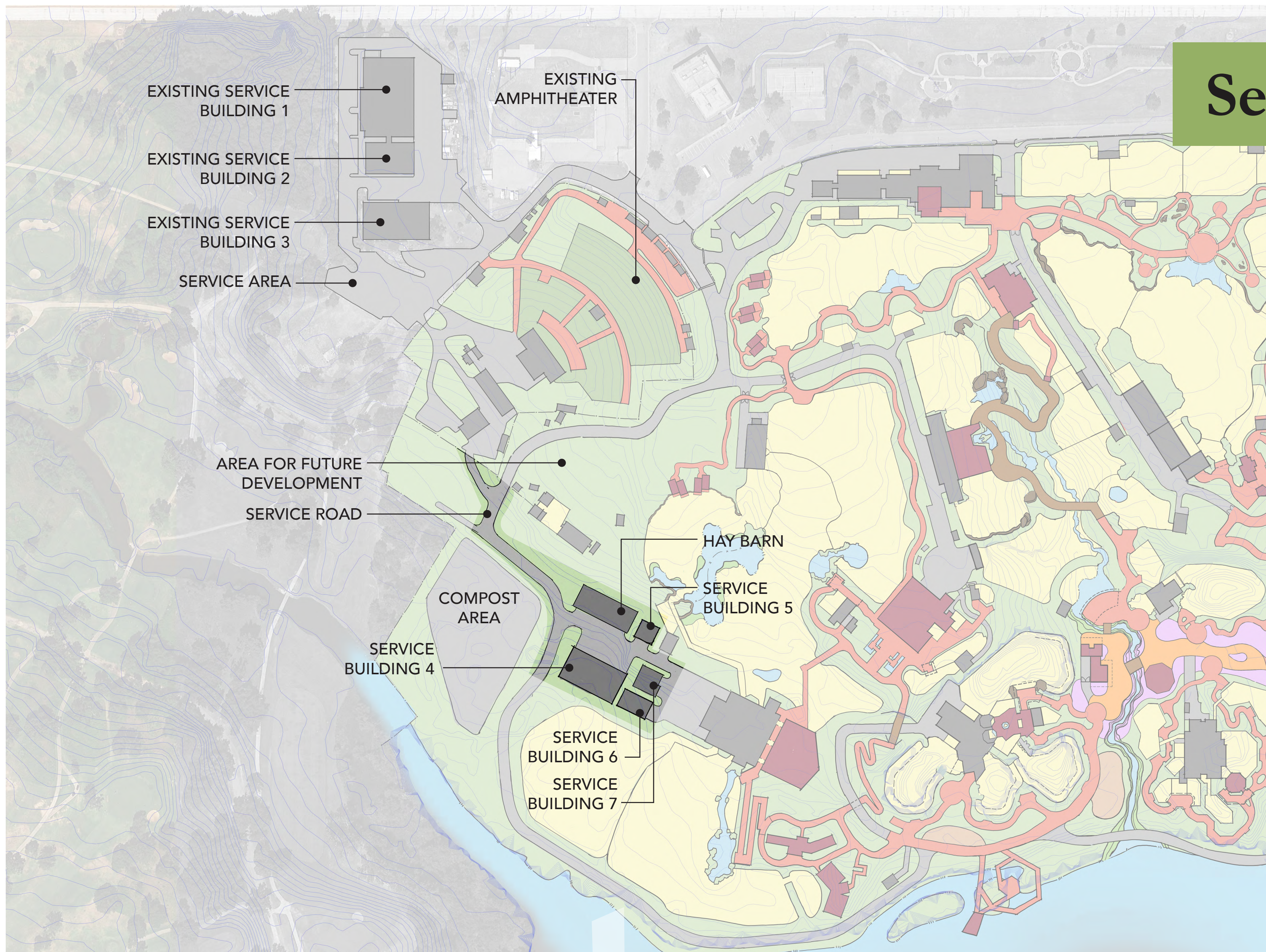
Key Features

Four new service buildings in a consolidated service core

Service Road connecting service areas

Program

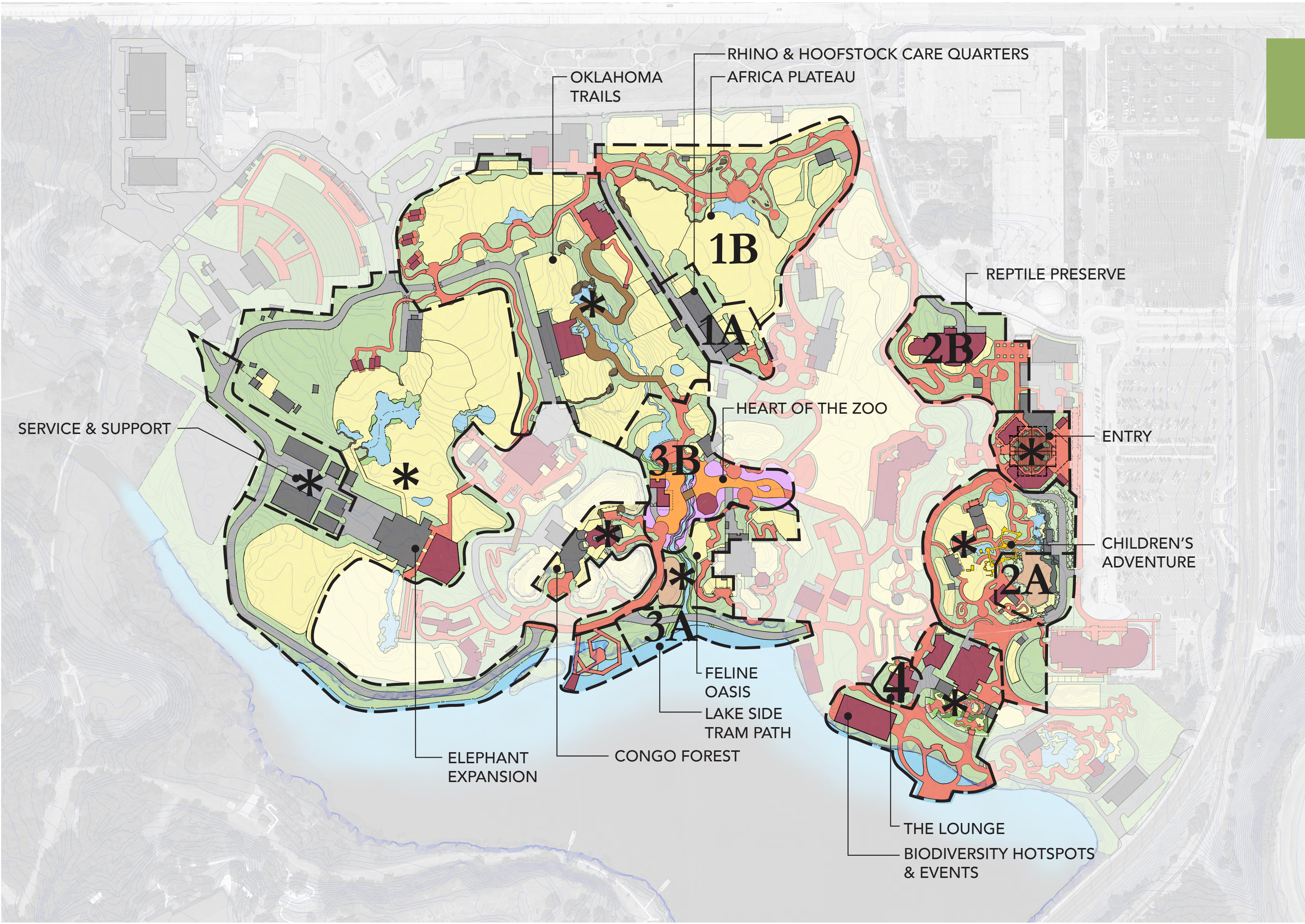
Service Building 4	8,500 SF
Service Building 5	1,500 SF
Service Building 6	2,400 SF
Service Building 7	2,400 SF





Making It Happen

Project Order



Legend

Priority Projects

- 1A Rhino & Hoofstock Care Quarters
- 1B Africa Plateau
- 2A Children's Adventure Nature Play
- 2B Reptile Preserve
- 3A Lake Side Tram Path
- 3B Heart of the Zoo
- 4 The Lounge

* Projects of Opportunity

- | | |
|-----------------|-------------------|
| Entry | Congo Forest |
| Oklahoma Trails | Biodiversity |
| Elephant | Hotspots & Events |
| Expansion | Service & Support |
| Feline Oasis | |

Notes

- Projects in this Master Plan are not scheduled to be open by a specific date and the Plan in total is not time constrained.
- Priority projects have been selected based on immediate facility needs, impactful improvements to animal well-being, and enhancement of the guest experience.
- It is not necessary to construct priority or projects of opportunity in a specific order, but the priority projects will have a larger impact on the aforementioned criteria.

Project Projections

Notes

- Range of project budgets listed provide the Zoo with the flexibility to pursue portions of a project or the entire scope based on current or future needs.
- Budgets listed are estimated total project costs including owner's soft costs and construction costs. They are listed in 2023 dollar values and do not include escalation as the project dates are to be determined.
- Durations listed are estimated to include a design phase and construction phase. Durations can be overlapped on top of one another to have multiple projects run simultaneously.

Total Master Plan Budget
Between \$115M and \$230M

SERVICE & SUPPORT
\$5-\$8M
2 YEARS

OKLAHOMA TRAILS
& ASIA PATH
\$10-\$25M
3 YEARS

AFRICA PLATEAU
\$10-\$25M
3 YEARS

REPTILE PRESERVE
\$25-\$30M (INCL \$2M TO
RELOCATE JUNGLE GYM)
3 YEARS

HEART OF THE ZOO
\$20-25M
2 YEARS

ENTRY
\$1-\$5M
2 YEARS

CHILDREN'S
ADVENTURE
\$5-\$20M
3 YEARS

ELEPHANT
EXPANSION
\$10-\$30M
3 YEARS

FELINE OASIS
\$5-\$8M
2 YEARS

CONGO FOREST
\$5-\$8M
2 YEARS

BIODIVERSITY HOTSPOTS
\$35-\$40M
4 YEARS

THE LOUNGE, \$3-\$5 M, 2 YEARS

EVENTS, \$1-\$3 M, 2 YEARS

0 200 400
Scale: 1" = 200'-0" (24"x13.5")



TO: Chair and Trustees of the Oklahoma City Zoological Trust

FROM: Dwight Lawson, Executive Director/CEO

DATE: May 22, 2024

SUBJECT: Oklahoma City Zoological Trust's Budget for the Fiscal Year 2024-2025

Background: The following is a summary of the Oklahoma City Zoological Trust budget totaling \$92,664,635. Actual revenues and expenditures for Fiscal Year 2022-2023 and the budget for Fiscal Year 2023-2024 are also provided for comparison purposes.

Admissions and Membership:

The admissions and membership budget of \$9,082,564 is an increase of \$97,929 over projected admissions and membership this year.

Operating Revenue:

The operating revenue budget of \$16,843,082 is an increase of \$957,122 over projected revenue this year.

Total Revenue and Carryover:

The total revenue and carryover budget of \$92,664,635 is an increase of \$5,814,831 over budgeted revenue and carryover this year.

Recommendation: Budget be approved.



Oklahoma City Zoological Trust

FY-25 Budget

OKLAHOMA CITY ZOOLOGICAL TRUST					FY 24/25 Budget vs Projected FY 23/24		
BUDGETED INCOME STATEMENT SUMMARY							
	BUDGET FY 24/25	PROJECTED FY 23/24	INCREASE/ (DECREASE)	PERCENT	BUDGET FY 23/24	ACTUAL FY 22/23	ACTUAL FY 21/22
REVENUES:							
ADMISSIONS	\$5,832,564	5,585,745	\$246,819	4.4%	\$5,700,000	\$4,168,918	\$4,147,832
ANIMAL SHOW ADMISSIONS	208,659	182,453	26,206	14.4%	165,000	229,139	366,995
ANIMAL FEEDINGS	333,167	257,451	75,717	29.4%	260,000	257,668	222,722
FOOD & BEVERAGE/VENDING	1,284,000	1,186,666	97,334	8.2%	975,000	907,779	1,071,831
CATERING/RENTALS	136,000	5,615	130,385	2322.1%	130,000	77,942	149,988
CONCERTS	350,000	422,701	(72,701)	-17.2%	335,000	255,746	354,351
RIDES	512,082	477,182	34,901	7.3%	409,000	389,438	995,432
MERCHANDISE COMMISSION	620,000	717,299	(97,299)	-13.6%	650,000	535,140	655,032
STROLLER/RENTALS/WILD ENC	738,449	703,266	35,183	5.0%	716,700	626,866	886,406
EDUCATION	980,660	532,463	448,197	84.2%	570,000	490,652	501,672
PROMOTIONS	2,350,000	2,283,624	66,376		2,205,000	2,253,175	2,989,277
MEMBERSHIP	3,250,000	3,398,890	(148,890)		3,450,000	2,764,492	-
OTHER	247,500	132,606	114,894	86.6%	171,000	233,061	189,757
TOTAL OPERATING REVENUE	16,843,082	15,885,961	\$957,122	6.0%	15,736,700	13,190,016	12,531,294
OPERATING EXPENSES:							
SALARIES	\$12,890,226	\$10,379,102	\$2,511,124	24.2%	\$11,279,130	\$9,719,581	\$8,642,841
BENEFITS	3,365,860	3,025,316	340,544	11.3%	2,934,000	2,891,762	2,587,102
SUPPLIES	865,012	707,492	157,520	22.3%	829,976	635,144	1,649,699
UTILITIES	1,077,540	903,897	173,643	19.2%	1,650,000	1,979,385	1,380,934
OUTSIDE SERVICES	2,248,894	2,275,541	(26,648)	-1.2%	2,223,564	2,010,087	1,837,933
ANIMAL CARE	1,075,267	997,029	78,237	7.8%	950,288	915,073	856,842
OTHER	3,757,465	3,424,240	333,225	9.7%	3,525,741	2,870,410	1,175,372
TOTAL OPERATING EXPENSE	25,280,264	21,712,617	3,567,646	16.4%	23,392,699	21,021,442	18,130,723
OTHER REVENUE:							
LEASES	1,404,528	1,357,069	(\$16,000)	-1.2%	1,400,000	1,357,505	1,307,234
CONTRIBUTIONS (Round up)	120,000	135,130	\$10,000	7.4%	170,000	133,703	149,427
INTEREST	810,000	888,664	(\$12,000)	-1.4%	450,000	662,471	23,015
TOTAL OTHER REVENUE	2,334,528	1,508,000	(\$18,000)	-1.2%	2,020,000	2,153,679	1,479,676
OPERATING INCOME (LOSS)	(6,102,653)	(4,318,657)	(2,628,525)	60.9%	(5,635,999)	(5,677,747)	(4,119,753)
SALES TAX FUND REVENUE	18,587,270	18,126,811	\$200,000	1.1%	17,750,000	17,884,281	16,789,382
NET INCOME (LOSS)	\$12,484,617	\$13,808,154	(\$2,428,525)	-17.6%	\$12,114,001	\$12,206,534	\$12,669,629
Operating Loss/Operating Expenses	-24.1%	-19.9%	-4.2%		-24.1%	-27.0%	-22.7%

Oklahoma City Zoological Trust

FY 2024-25 Budget Summary

Revenue and Expenditures	BUDGET FY 24/25	BUDGET FY 23/24	ACTUAL FY 22/23
Operating Revenue	\$16,843,082	\$15,736,700	\$13,190,016
Other Revenue	2,334,528	2,020,000	2,153,679
Sales Tax Revenue	18,587,270	17,750,000	17,884,281
Fund Carryover	52,399,754	46,686,949	51,978,943
Tax Credit/Capital Campaign/OZS	2,500,000	4,656,155	1,843,845
Total Revenue & Carryover	92,664,635	86,849,804	87,050,764
Total Expenditures	25,280,264	23,392,699	21,021,442
Debt Service	2,754,541	2,752,163	2,747,381
Operational/CIP Contingency	500,000	500,000	161,810
AZA Survey Preparation		250,000	
Capital Improvement Projects (CIP)	500,000	500,000	577,555
Master- Plan Expenditures	21,316,000	15,175,000	21,046,542
(Africa, Sealion Cove, Office & Education Space)			
Net Available for Master Plan Projects	42,313,830	44,279,942	41,496,034

Oklahoma City Zoological Trust
Revenue Projection for Fiscal year 2024-25

Description	FY-25 BUDGET	Description	FY-25 BUDGET	Description	FY-25 BUDGET
ADMISSIONS:		PET HOTEL	187	HTZ PROMOTIONS - TAXABLE	125,000
GENERAL ADMISSION	5,282,564	MOLD-A-MATIC	58,120	HTZ PROMOTIONS - NON TAXABLE	10,000
GROUPS - TAXABLE	200,000	CAMEL RIDE	171,891	RENT - GROUP EVENTS	350,000
GROUPS - NO TAX	350,000	ZOO KEYS	20,982	SAFARI LIGHTS REVENUE	1,600,000
ANIMAL SHOW ADMISSIONS:		PHOTO BOOTH	44,913	BIRTHDAY PARTIES	50,000
STINGRAY BAY ADMISSION	208,659	ULTIMATE VIP ZOO EXPERIENCE	3,450	ANIMAL ART SALES	5,000
ANIMAL FEEDINGS:		WILD ENCOUNTERS - GRIZZLY	19,249	SIP N STROLL	150,000
LORIKEET NECTAR SALES	233,167	WILD ENCOUNTERS - ELEPHANT	49,626	BREAKFAST WITH ANIMALS	25,000
GIRAFFE FOOD SALES	100,000	WILD ENCOUNTERS - GALAPAGOS	18,154	SAFARI OVERNIGHTS	20,000
FOOD & BEVERAGE:		WILD ENCOUNTERS - RHINO	7,713	MEMBERSHIP:	
COMMISSION - CONCESSION	1,084,000	WILD ENCOUNTERS - KOMODO	5,194	MEMBERSHIP	3,250,000
SOFT DRINK/CANDY MACHINES	200,000	WILD ENCOUNTERS - BISON	5,854	OTHER:	
COMMISSION - CATERING	136,000	WILD ENCOUNTERS - RIVER HOG	3,000	CONSERVATION	10,000
CONCERTS:		FLAMINGO MINGLE	20,030	HORTICULTURE SALES	2,500
AMPHITHEATER LEASE	350,000	RHINO FEEDING	24,870	MISC REVENUE - ADMIN	160,000
RIDES:	-	STINGRAY FEEDING EXPERIENCE	10,449	OZS CONTRIBUTIONS	75,000
TRAM RIDE	162,346	SALES TAX - MDSE	(24,912)	OTHER REVENUE:	
CAROUSEL RIDE	180,600	SALES TAX - STROLLERS	(18,951)	DONATIONS	60,000
SAFARI CART	4,097	EDUCATION:		INTEREST INCOME	810,000
GORILLA TREK	165,040	BIRTHDAY PARTY ANIMAL PRES.	10,000	REMLINGTON LAND LEASE	1,404,528
MERCHANDISE COMMISSION:		SCHOOL PROGRAMS	50,000	ROUND UP FOR CONSERVATION	60,000
MERCHANDISE COMMISSION	620,000	ZOOMOBILES	7,500	OTHER REVENUE:	
STROLLER:	-	CAMPOUTS / SNOOZE	33,000	SALES TAX REVENUES	18,587,270
PENNY MACHINES	39,288	DAY CAMPS	335,000		
DUCK FOOD MACHINES	19,117	PRESCHOOL TUITION	545,160		
LOCKERS	319	PROMOTIONS:			
STROLLERS	259,905	MARKETING REVENUE - NO TAX	15,000		
				TOTAL REVENUE	37,764,881
				REVENUE FROM OPERATIONS	19,177,611
				SALES TAX REVENUE	18,587,270
				TOTAL REVENUE	37,764,881

OKLAHOMA CITY ZOOLOGICAL TRUST
BUDGETED DETAILED STATEMENT OF EXPENDITURES

EXPENDITURES:	Budget FY 24/25	Projected FY 23/24	Increase / (Decrease)	Percent	Budget FY 23/24	Actual FY 22/23	Actual FY 21/22	Actual FY 20/21
SALARIES:								
PERMANENT	\$10,687,632	\$8,842,156	\$1,845,476	20.9%	\$9,551,250	\$8,305,573	\$7,569,757	\$7,051,839
TEMPORARY	2,202,595	1,536,946	665,649	43.3%	1,727,880	1,414,008	1,500,470	1,003,869
TOTAL SALARIES	12,890,227	10,379,102	\$2,511,125	24.2%	10,421,369	9,719,581	9,070,227	8,055,708
BENEFITS:								
SOCIAL SECURITY	\$985,845	\$766,562	\$219,283	28.6%	\$862,853	\$710,232	\$693,872	\$598,161
RETIREMENT	643,523	379,571	\$263,952	69.5%	418,345	516,630	564,704	444,590
GROUP INSURANCE	1,479,978	1,390,076	\$89,902	6.5%	1,368,594	1,455,732	1,251,734	1,072,093
WORKMENS COMPENSATION	185,953	232,250	(\$46,297)	-19.9%	233,811	209,167	268,638	254,539
STATE UNEMPLOYMENT	70,560	50,400	\$20,160	40.0%	50,400	-	50,400	46,490
TOTAL BENEFITS	3,365,860	2,818,859	\$547,000	19.4%	2,918,986	2,891,761	2,829,348	2,415,873
SUPPLIES:								
OFFICE/OPERATING	\$194,168	\$159,775	\$34,393	21.5%	\$77,341	\$109,432	\$105,985	\$122,946
UNIFORMS	40,000	43,763	(3,763)	-8.6%	35,000	33,788	35,000	14,749
GAS/OIL/LUBE	31,200	28,561	2,639	9.2%	20,000	20,191	12,000	18,261
CUSTODIAL	63,200	74,096	(10,896)	-14.7%	58,800	59,874	72,000	45,114
HORTICULTURE	123,550	65,804	57,746	87.8%	133,940	64,848	92,500	42,231
GRAPHICS	40,180	22,617	17,563	77.7%	16,650	29,294	34,500	338,019
MAINT. (BLDG & GRNDS)	269,096	224,793	44,303	19.7%	257,660	232,195	127,152	122,981
MAINT. (VEHCL & EQUIP)	75,000	76,803	(1,803)	-2.3%	100,000	73,162	75,000	72,679
EDUCATIONAL	24,118	9,949	14,169	142.4%	24,164	11,941	23,673	36,364
FUNDRAISING/PROMOTIONAL	4,500	1,320	3,180	241.0%	2,200	418	50,400	1,340
RISK MANAGEMENT	-	-	-	0.0%	-	-	-	-
TOTAL SUPPLIES	865,012	707,481	157,532	22.3%	725,755	635,143	628,210	814,684
UTILITIES:								
ELECTRIC	\$725,568	\$588,021	\$137,547	23.4%	\$700,000	\$626,807	\$525,000	\$500,081
GAS & FUEL OIL	200,400	151,134	49,266	32.6%	200,000	220,851	120,000	121,359
WATER	151,572	164,742	(13,170)	-8.0%	750,000	1,131,727	500,000	423,578
TOTAL UTILITIES	1,077,540	903,897	173,643	19.2%	1,650,000	1,979,385	1,145,000	1,045,018

OUTSIDE SERVICES:								
POSTAGE	\$4,520	\$4,785	(\$265)	-5.5%	\$4,280	\$4,302	\$7,200	\$3,604
MAINT/REPAIR MINOR EQUIP	15,380	16,374	(994)	-6.1%	26,166	24,872	41,710	23,914
TELEPHONE	49,020	48,049	971	2.0%	49,400	38,027	35,000	31,601
CONTRACTUAL SERVICES	718,211	781,914	(63,703)	-8.1%	658,491	739,651	488,085	612,494
PUBLICATIONS & PRINTING	18,300	10,990	7,310	66.5%	14,808	32,536	25,900	18,997
ANIMAL MEDICAL	62,017	54,865	7,152	13.0%	60,050	65,687	50,094	38,760
REFUSE DISPOSAL	97,920	89,216	8,704	9.8%	96,720	82,211	68,000	48,964
MAINT/REPAIR (BLDG & GRNDS)	50,400	73,236	(22,836)	-31.2%	50,000	46,080	100,000	84,593
MAINT/REPAIR (VEHCL & EQUIP)	5,750	4,277	1,473	100.0%	8,750	154	6,000	791
HORTICULTURE	18,700	42,493	(23,793)	0.0%	18,500	83,529	1,000	1,000
GRAPHICS	27,800	60,594	(32,794)	-54.1%	73,200	25,592	17,000	23,260
EQUIPMENTAL RENTAL	20,050	46,093	(26,043)	-56.5%	10,800	11,252	38,500	35,921
ADVERTISING	366,620	287,595	79,025	27.5%	401,200	323,905	163,000	411,375
EMPLOYMENT EXPENSE	28,042	16,671	11,371	68.2%	15,000	12,701	25,000	9,387
PROFESSIONAL SERVICES	173,398	86,418	86,980	100.7%	118,553	92,330	109,450	66,232
CITY ADMINISTRATION	426,916	481,403	(54,487)	-11.3%	418,874	317,748	345,167	378,385
LICENSES	165,850	170,569	(4,719)	-2.8%	157,300	109,509	109,400	56,774
TOTAL OUTSIDE SERVICES	2,248,894	2,275,542	66,741	2.9%	2,153,982	2,010,086	1,630,506	1,846,052
ANIMAL CARE:								
ANIMAL FOOD	\$757,374	\$730,711	\$26,663	3.6%	\$701,200	\$681,544	\$595,350	\$558,116
HOSPITAL SUPPLIES	98,960	116,946	(17,986)	-15.4%	84,000	88,205	80,500	75,811
ANIMAL SUPPLIES	187,400	116,951	70,449	60.2%	129,719	118,773	133,157	77,087
ANIMAL EXHIBITS	29,250	32,042	(2,792)	-8.7%	33,138	26,551	24,467	13,512
STINGRAY	2,282	379	1,903	502.2%	2,110	-	-	4,572
TOTAL ANIMAL CARE	1,075,267	997,029	78,238	7.8%	833,842	915,073	833,474	729,098
OTHER:								
PROFESSIONAL DEVELOPMENT	\$159,949	\$130,051	\$29,898	23.0%	\$147,562	\$89,044	\$62,000	\$17,751
INSURANCE	704,693	591,317	113,376	19.2%	597,874	325,111	267,202	179,883
BUSINESS EXPENSE	18,225	12,479	5,746	46.0%	13,625	18,809	7,500	2,393
MEMBERSHIPS/SUBSCRIPTIONS	112,904	87,642	25,262	28.8%	105,227	118,453	93,766	111,167
INCENTIVE AWARDS	3,100	1,278	1,822	142.6%	13,000	5,895	-	683
SMALL MACHINERY/EQUIP	206,884	164,686	42,198	25.6%	196,832	85,060	213,954	73,881
SPECIAL EVENTS/OZS SUPPORT	777,900	640,049	137,851	21.5%	763,300	760,000	604	1,428
VENDOR/SHARED REVENUE	980,000	709,440	270,560	38.1%	310,000	851,367	185,000	214,136
ANIMAL SHIPPING	29,700	17,285	12,415	71.8%	36,750	23,086	20,000	11,374
GE EVENTS/MISC/OTHER	-	15,097	(15,097)	-100.0%	-	9,182	1,198,500	-
PROMOTIONAL ACTIVITIES	283,080	767,647	(484,567)	-63.1%	1,111,540	367,496	365,400	275,105
CONSERVATION SUPPORT	217,130	231,663	(14,533)	-6.3%	215,914	194,119	-	25,208
RESEARCH/MISC/CONTINGENCY	263,900	4,620	259,280	5611.9%	118,360	22,789	189,626	162,329
TOTAL OTHER	3,757,465	3,373,254	384,211	11.4%	3,629,984	2,870,411	2,603,552	1,075,338
TOTAL EXPENDITURES	25,280,264	21,455,164	3,825,100	17.8%	22,333,918	21,021,440	18,740,317	15,981,771



TO: Chair and Trustees of the Oklahoma City Zoological Trust

FROM: Dwight Lawson, Executive Director/CEO

DATE: May 22, 2024

SUBJECT: Amendment No. 2 and Restated Audit Contract with Allen, Gibbs & Houlik, L.C.

Background: Pursuant to the provisions of Title 60 Oklahoma Statutes, Section 180.1, the Trust requires an annual audit of its books and accounts for fiscal year 2023-2024.

The City of Oklahoma City has renewed its contract with Allen, Gibbs & Houlik, L.C. (AGH) for external audit services. It is customary for City trusts to contract with the same external auditors as the City to achieve efficiencies in such services.

This Audit Contract provides for an independent audit of the Oklahoma City Zoological Trust for Fiscal Year 2023-2024. The contract amount is \$44,518, which represents a 3% increase from the prior fiscal year's contract amount. The Audit shall commence as soon as practical after this Audit Contract is approved, with field work completed by November 1st, 2024.

Cost: Not to exceed \$44,518.

Recommendation: Amendment No. 2 and Restated Audit Contract be approved.

AMENDMENT NO. 2 AND RESTATED AUDIT CONTRACT

THIS AUDIT CONTRACT ("Audit Contract") is made and entered into as of the date hereinafter set forth by and between the OKLAHOMA CITY ZOOLOGICAL TRUST, a public trust (Trust), and Allen, Gibbs & Houlik, L.C., a Limited Corporation (Audit Firm).

WITNESSETH:

WHEREAS, the Trust, pursuant to the provisions of Title 60 Oklahoma Statutes, Section 180.1, requires an annual audit of its books and accounts for fiscal year 2023-2024 (Audit); and

WHEREAS, the scope of said Audit includes the financial statements of the Trust for said fiscal year; and

WHEREAS, Audit Firm has no interest, direct or indirect, in the fiscal affairs of said Trust,

NOW THEREFORE, in consideration of the covenants herein contained, it is mutually agreed by the parties hereto as follows:

1) **Engagement**

The Trust hereby appoints and engages the Audit Firm to perform the annual Audit for fiscal year 2023-2024 (July 1, 2023, through June 30, 2024) of the assets, books, records, accounts, financial statements and other evidences of financial transactions of the Trust as required by Title 60 Oklahoma Statutes, Section 180.1 et seq.; and the Audit Firm hereby agrees to perform said Audit hereunder.

2) **Scope of Audit**

- A. The audit services will include an examination of the financial statements of the Trust, a blended component unit of the City of Oklahoma City.
- B. The objectives of the audit services are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Audit Report that include the Audit Firm's opinion. Reasonable assurance is a high level of assurance but is not

absolute assurance and therefore is not a guarantee that an Audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and Government Auditing Standards issued by the Comptroller General of the United States (GAS) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.

- C. The Audit shall consist of an examination of receipts and disbursements on a selected test basis consistent with GAAS and GAS to ascertain that income and receipts are accounted for, and to ascertain that expenditures and disbursements are fairly presented in the Trust's financial statements.
- D. The Audit Firm shall confirm the cash balance on hand by independent information secured from the banks and from the actual cash on hand to the extent deemed necessary by Audit Firm in accordance with GAAS.
- E. The Audit Firm shall confirm securities held as an investment by independent information secured from the banks and from actual investments on hand to the extent deemed necessary by the Audit Firm in accordance with GAAS.
- F. In accordance with GAAS, the Audit Firm shall determine that financial transactions of the Trust were conducted within the statutory provisions, Trust Indenture, Bond Indenture, and, as appropriate, will examine resolutions, orders, and minutes pertaining to financial operations which have been passed by the Trust.
- G. Audit Firm shall, insofar as is practicable, conduct the Audit in accordance with GAAS as promulgated by the Auditing Standards Board of the American Institute of Certified Public Accountants (AICPA) and "Government Auditing Standards" issued by the Comptroller General of the United States.

Those standards require that the Audit Firm comply with applicable ethical requirements. As part of the Audit in accordance with GAAS and GAS, the Audit Firm exercises professional judgment and maintains professional skepticism throughout the Audit. The Audit Firm also:

1. Identifies and assesses the risks of material misstatement of the financial statements, whether due to fraud or error, based on an understanding of the entity and its environment, the applicable financial reporting framework, and the entity's system of internal control, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for the Audit Firm's opinion.

2. Consider the Trust's system of internal controls relevant to the Audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Trust's internal control. However, the Audit Firm will communicate to the Trust in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the Audit.
3. Evaluates the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
4. Concludes, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Trust's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the Audit is properly planned and performed in accordance with GAAS and GAS.

Because the determination of waste or abuse is subjective, *Government Auditing Standards* do not require the Audit Firm to perform specific procedures to detect waste or abuse in the financial statement audits.

The Audit Firm's opinion shall be on the financial statements of the Trust and shall state the Audit Firm's opinion as to the fair presentation of the financial statements in accordance with generally accepted accounting principles (GAAP). GAAP shall be defined to include Governmental Accounting Standards Board (GASB) Statements, Interpretations, and applicable Statements and interpretations of the Financial Accounting Standards Board. The Audit Firm report will be addressed to the Governing Body. Circumstances may arise in which the Audit Firm report may differ from expected form and content based on results of the Audit Firm's audit. Depending on the nature of these circumstances, it may be necessary for the Audit Firm to modify the Audit Firm's opinion, or add an emphasis-of-matter paragraph or other-matter paragraph to the Audit Firm's report.

In addition to the Audit Report on the financial statements, the Audit Firm will also issue the following types of reports:

- (1) Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with GAS.

If circumstances arise relating to the conditions of the Trust's records, the availability of appropriate audit evidence, or indications of a significant risk of

material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in the Audit Firm's professional judgment, prevents them from completing the Audit or forming an opinion, the Audit Firm retains the unilateral right to take any course of action permitted by professional standards, including, but not limited to, declining to express an opinion or issue a report, or withdrawing from the engagement.

In the Audit Firm's connection with the audit of the financial statements, the Audit Firm's responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, the Audit Firm concludes that an uncorrected material misstatement of the other information exists, the Audit Firm is required to describe it in its report.

- H. The Audit Firm shall assess the adequacy of internal controls before relying on substantive tests. If it is found that the system of internal control is not adequate or is not functioning properly, more extensive examination may be done and, if considered necessary, recommendations will be made of action necessary to correct the deficiency. Such recommendations, if any, will be in the form of a management letter delivered to the Financial Manager no later than November 1, 2024 as a separate document from the Audit Firm's opinion.

The Audit Firm will also communicate to those charged with governance (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known during the Audit, and (b) any instances of noncompliance with laws and regulations that they become aware of during the Audit (unless they are clearly inconsequential).

The Audit Report will report on internal control over financial reporting and over compliance will include any significant deficiencies and material weaknesses in internal control over financial reporting and over compliance of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control over financial reporting and over compliance consistent with requirements of the standards and regulations identified above. The Audit Report on compliance matters will address material errors, fraud, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with requirements of the standards and regulations identified above.

- I. The Audit Firm will maintain its independence in accordance with the standards of the American Institute of Certified Public Accountants and GAS.
- J. The Audit Firm must be available between audits to discuss financial reporting issues and practices. The Audit Firm will participate with the Financial Manager in pre-audit planning. Additionally, "between audit" discussions may include minor

tax or regulatory compliance issues. If such issues require substantial research, as well as written responses from Audit Firm, fees and charges will be negotiated.

- K. The Trust will be responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- L. The Trust will be responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

This includes establishing and maintaining effective internal control over financial reporting and for informing the Audit Firm of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge.

The Trust is also responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing the Audit Firm about all known or suspected fraud affecting the entity involving management, employees who have significant roles in internal control, and other where the fraud could have a material effect on the financial statements. This includes informing the Audit Firm of its knowledge of any allegations of fraud affecting the entity received in communications from employees, former employees, analysts, regulators or others.

- M. Those charged with governance is responsible for informing the Audit Firm of its views about the risks of fraud, waste or abuse within the Trust, and its knowledge of any fraud, waste or abuse or suspected fraud, waste or abuse affecting the Trust.
- N. The Trust will be responsible for identifying and ensuring compliance with the laws, regulations, contracts and grants applicable to the Trust activities (including federal award programs), and for informing the Audit Firm about all known material violations of such laws or regulations, other than those that are clearly inconsequential.
- O. The Trust will be responsible to provide the Audit Firm with:
 - (1) Access to all information of which the Trust is aware that is relevant to the preparation and fair presentation of the financial statements including information relevant to disclosures.
 - (2) Draft financial statements, including information relevant to their preparation and fair presentation, when needed, to allow for the completion of the Audit in accordance with the proposed timeline.
 - (3) Additional information that the Audit Firm may request from the Trust for the purpose of the Audit.

- (4) Unrestricted access to persons within the entity from whom the Audit Firm determine it necessary to obtain audit evidence.
 - (5) If applicable, responses to any findings reported in the schedule of findings and responses.
- P. The Trust is responsible for evaluating subsequent events through the date of the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. The Trust also agrees that it will not evaluate subsequent events earlier than the date of the Trust's representation letter.
- Q. The Trust will provide to the Audit Firm written confirmation acknowledging certain responsibilities outlined in this Audit Contract and confirming:
- (1) The availability of this information.
 - (2) Certain representations made during the Audit for all periods presented.
 - (3) The effects of any uncorrected misstatements, if any, resulting from errors or fraud aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.
- R. The Trust is responsible for obtaining audits, examinations, agreed-upon procedures or other engagements that satisfy relevant legal, regulatory or contractual requirements or fully meet other reasonable user needs in the event results of the Audit Firm tests of compliance and internal control over financial reporting performed in connection with the audit of the financial statements may not fully meet the reasonable needs of report users.
- S. In connection with our audit, you may request us to perform certain nonaudit services, including assistance with compiling the Trust's annual financial report.

If this service is requested, GAS independence standards require that the auditor maintain independence so that opinions, findings, conclusions, judgments and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before the Audit Firm agrees to provide a non-audit service to the Trust, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of the Audit Firm's determination is consideration of management's ability to effectively oversee the non-audit services to be performed. The Trust has agreed that Rebecca McReynolds, CFO possesses suitable skill, knowledge or experience and that the

individual understands the compilation services to be performed sufficiently to oversee them. Accordingly, the management of the Trust agrees to the following:

- a. The Trust has designated Rebecca McReynolds, CFO as a senior member of management who possesses suitable skill, knowledge and experience to oversee the services;
- b. Rebecca McReynolds, CFO will assume all management responsibilities for subject matter and scope of the assistance with compiling the annual financial report;
- c. The Trust will evaluate the adequacy and results of the services performed; and
- d. The Trust accepts responsibility for the results and ultimate use of the services.

GAS further requires that we establish an understanding with the Trust's management and those charged with governance of the objectives of the non-audit services, the services to be performed, the Trust's acceptance of its responsibilities, the auditor's responsibilities and any limitations of the non-audit services. The Audit Firm believes this Contract documents that understanding.

T. The Trust is responsible for the preparation of the required supplementary information (RSI) which accounting principles generally accepted in the United states of America (U.S. GAAP) require to be presented to supplement the basic financial statements. The Trust is also responsible for the preparation of the supplementary information presented in relation to the financial statements as a whole in accordance with U.S. GAAP. In addition:

1. The Audit Firm will apply certain limited procedures to the required supplementary information in accordance with GAAS.
2. The Trust is responsible for its preparation in accordance with applicable criteria.
3. The Trust will provide certain written representations regarding the RSI and supplementary information at the conclusion of the engagement.
4. The Trust will include the Audit Firm report on this supplementary information in any document that contains this supplementary information and indicates the Audit Firm has reported on the supplementary information.
5. The Trust will make the supplementary information readily available to intended users if it is not presented with the audited financial statements.

3) **Audit Schedule**

The Audit shall commence as soon as practical after this Audit Contract is approved, with field work completed by November 1, 2024. After review by a member of Audit Firm

specializing in governmental financial reporting, a copy of the Audit Report (Audit Firm's opinion) suitable for printing shall be made available to the Financial Manager as soon as possible and no later than November 15, 2024. These dates are contingent upon the Trust providing the Audit Firm auditable records and supporting schedules no later than September 15, 2024.

4) **Audited Report, Printing and Filing**

The Audit Firm will timely complete and present the financial statements and Audit Report to the Trust. The financial statements will be prepared and printed by the Audit Firm. The Audit Firm will submit one copy to the Office of the State of Oklahoma Auditor and Inspector accompanied by the appropriate filing fee by December 31, 2024.

5) **Compensation**

Audit Firm shall be compensated in an amount not to exceed \$44,518 for services related hereunder, which includes all expenses. Periodic billings during the Audit period will not exceed 90% of the total billings. Billings must be supported by detail, showing party providing the services, date services were performed, description of services, and hours worked times applicable rates, not to exceed \$40,067. Final invoices will be submitted as the Audit progresses with final payment after the final financial statements and Audit Report have been presented to the Trust.

The Audit Firm's fees do not consider the additional efforts related and the incidence to the COVID-19 virus environment. These matters may be driven by complexities and uncertainties related to the various provisions of new laws and the continued issuance of interpretative and procedural guidance from federal agencies. Such amount will be billed based on time expended. Additional efforts or services may include:

- A. Single Audits or compliance audits for the *Coronavirus Aid, Relief, and Economic Security Act* or other COVID-19 related funding programs. If these funding programs will be subject to Single Audit requirements or other compliance audits, AGH will issue an engagement letter addendum for those services.
- B. Accounting and auditing issues such as going concern, collectability of customer and notes receivables, compliance with debt agreements, modification of lease terms, etc.

6) **Special or Additional Services**

In the event the Audit Firm identifies the need for special or additional services, such recommendation shall be made to the General Manager of the Trust prior to completion of the Audit. The General Manager shall determine if such services are essential.

Audit Firm will be available to provide services, related to the Audit Report, required for any debt issuances at rates, under terms and conditions, consistent with Audit Firm's

proposal, incorporated herein by reference, and this contract. Other special or additional audit services contemplated in the City's Request for Proposals dated January 12, 2016, will require a separate contract also consistent with rates, under terms and conditions, as specified in Audit Firm's proposal.

Under no circumstances will Audit Firm be considered qualified to provide special or additional audit services regarding review of contracts or proposed agreements between the Trust and any private entity for which Audit Firm also performs audit or consulting services.

All special or additional services shall be provided at rates, under terms and conditions, consistent with the Audit Firm's proposal, incorporated herein by reference, and this Audit Contract.

7) **Excluded from Scope**

The Audit described in paragraph 2 of this Audit Contract shall not include or contemplate the preparation of supplemental appropriations, budgets, bond issue prospectus, or other services pertaining to the operation of the Trust beyond the scope of the Audit Contract specified in Paragraph 2, above.

8) **Non-Discrimination**

Audit Firm agrees, in connection with the performance of services under this Audit Contract, as follows:

- A. Audit Firm will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin or ancestry, or disability as defined by the Americans with Disabilities Act of 1990, Section 3(2). Audit Firm shall take affirmative action to insure that employees are treated without regard to their race, creed, religion, color, sex, age, national origin or ancestry, or disability as defined by the Americans with Disabilities Act of 1990, Section 3(2). Such actions shall include, but not be limited to the following: employment, upgrading, demotion, transfers, recruiting or recruitment, advertising, lay-off, termination, rates of pay, or apprenticeship. Audit Firm agrees to post in a conspicuous place, available to employees and applicants for employment, notices to be provided by the City Clerk of the City setting forth provisions of this section.
- B. Audit Firm agrees to include this non-discrimination clause in any subcontracts connected with the performance of this Audit Contract.
- C. In the event of Audit Firm's non-compliance with the above non-discrimination clause, this Audit Contract may be canceled or terminated by the Trust. Audit Firm may be declared by the Trust ineligible for further contracts with the said Trust until satisfactory proof of intent to comply shall be made by the Audit Firm.

9) **Insurance and Indemnification**

Audit Firm will comply with the indemnity and insurance requirements as follows:

- A. Audit Firm agrees to defend, indemnify, and save harmless the Trust and the City and its officers, agents, and employees from and against any and all loss of or damage to tangible property, bodily injuries to or death of any person or persons; and/or damages caused by Audit Firm's disclosure of the City/Trust's Confidential information or any Personal Information, to the extent caused by the negligent acts, omissions or improper acts of Audit Firm, including, without limiting the generality of the foregoing, its partners, employees, representatives, contractors or agents, in connection with the Audit. Provided, however, Audit Firm shall not be liable thereunder for any loss or expense occasioned by the negligent acts or omissions of the Trust and the City or its officers, agents, and employees. Each party agrees to give the other parties prompt notice of any claim, suits, actions, or proceedings. The insurance requirements set forth in paragraph B shall not be deemed to limit or define the obligations of Audit Firm set forth in this paragraph. Further, the termination, cancellation, or expiration of this Audit Contract shall not affect the obligations and rights established which the parties expressly agree will survive compensation, cancellation, termination, and expiration.

In the event the Trust or the City reasonably determines there is a conflict of interest between the Audit Firm and the Trust or the City with respect to legal representation, as may be required, the Audit Firm will provide and pay for separate legal counsel to represent the interest of the Trust and/or the City.

- B. The minimum insurance requirements set forth below shall not be deemed to limit or define the obligations of Audit Firm hereunder from the provisions of paragraph A. Prior to beginning work, Audit Firm shall obtain and furnish to the City and the Trust current copies of certificates of insurance and a copy of the verification of insurance from Audit Firm's broker of the policy required in subparagraphs (1) through (5) following. The required insurance shall be maintained in full force and effect until completion and final acceptance by the Trust of the Audit Report. Audit Firm shall maintain insurance for the coverage and amounts of coverage not less than those set forth below. Except for professional liability insurance, no claims-made policy shall be accepted. Audit Firm shall be responsible for providing the Trust actual notice of any change, reduction, suspension, lapse, or cancellation of any insurance provided under this Audit Contract at least thirty (30) days prior to such change, reduction, suspension, lapse, or cancellation. The amounts of such coverage shall be:

- (1) Adequate workers' compensation coverage to comply with state laws and employer's liability coverage.
- (2) Commercial general liability coverage sufficient to meet the City/Trust's maximum liability under the Governmental Tort Claims Act (51 O.S. §§

151 *et seq.*) and any amendment or addition thereto. The current required minimum commercial general liability coverage is: \$175,000 per person for bodily injury or death, \$200,000 for property damage, and \$1,000,000 for any number of claims arising out of a single accident or occurrence. All insurance provided hereunder shall name the Trust and the City as an additional insured.

- (3) Comprehensive automobile liability coverage sufficient to meet the City/Trust's maximum liability under the Governmental Tort Claims Act (51 O.S. §§ 151 *et seq.*) and any amendment or addition thereto. The current required minimum comprehensive automobile liability coverage is: \$175,000 per person for bodily injury or death, \$200,000 for property damage, and \$1,000,000 for any number of claims arising out of a single accident or occurrence. All insurance provided hereunder shall name the Trust and the City additional insured.
- (4) Valuable paper insurance in an amount not less than fifty percent (50%) of Audit Firm's total fee, to assure the restoration in the event of their loss or destruction of any workpapers, documents, summaries, estimates, reports, specifications, data, calculations, computer files obtained or prepared as a part of the Audit.
- (5) Professional liability project insurance evidencing Audit Firm's coverage in an amount not less than \$175,000.

The requirements of the insurance provisions listed above shall survive the completion, expiration, cancellation, or termination of the Audit Contract. Applicable policies, unless specified otherwise, shall remain in full force and effect until the five-year workpaper retention period has expired.

The Trust and Audit Firm agree that no claim out of, from, or relating to the services rendered pursuant to this Audit Contract shall be filed more than five (5) years after the date of the Audit Report issued by the Audit Firm or the date of this Audit Contract if no report has been issued. In no event shall the Audit Firm or the Trust, or any of their respective partners, principals, officers, directors, employees, affiliates, subsidiaries, contractors, subcontractors, agents, representatives, successors, or assigns (collectively, the "Covered Parties" and each individually, a "Covered Party"), be liable for negligence that results in the interruption or loss of business, any lost profits, savings, revenue, goodwill, software, hardware, or data, or the loss of use thereof (regardless of whether such losses are deemed direct damages), or incidental, indirect, punitive, consequential, special exemplary, or similar such damages, even if advised of the possibility of such damages. To the fullest extent permitted by law, the total aggregate liability of the Covered Parties arising out of, from, or relating to the Audit Contract, or the Audit Report issued or services provided hereunder, regardless of the circumstances or nature or type of claim, including, without limitation, claims arising from a Covered Party's

negligence or breach of contract or warranty, or relating to or arising from a government, regulatory or enforcement action, investigation, proceeding, or fine, will not exceed the total amount of the fees paid by the Trust to the Audit Firm under this Audit Contract.

- C. Because of the importance of oral and written management representations to an effective Audit, the City/Trust releases Audit Firm and its personnel for (1) any and all claims, liabilities, costs and expenses attributable to any knowing misrepresentation by any City or Trust employee, or (2) false or incomplete information provided by any of the City's personnel or agents to Audit Firm in the performance of the services contemplated by this agreement unless and except any act of fraud, willful misconduct or gross negligence on the part of Audit Firm's personnel or agents.

10) **Venue and Applicable Law**

The Trust and the Audit Firm hereby agree that any dispute which may arise between or among them arising out of or in connection with this Audit Contract shall be adjudicated before a court located in Oklahoma City, Oklahoma. The City and the Audit Firm hereby submit to the exclusive personal jurisdiction of the courts of the State of Oklahoma located in Oklahoma City, Oklahoma, with respect to any action or legal proceeding commenced by any party to the Audit Contract. The City and the Audit Firm consent to the service of process in any such action or legal proceeding by means of registered or certified mail, return receipt requested, in care of the address set forth in Paragraph 11. This Audit Contract shall be construed and enforced in accordance with the laws of the State of Oklahoma. In the event of ambiguity in any of the terms of this Audit Contract, it shall not be construed for or against any party on the basis that such party did or did not author the same.

11) **Notices**

Notices to the parties hereto shall be in writing, personally served, faxed with receipt confirmation or sent by first-class US mail with return receipt to:

Trust: Oklahoma City Zoological Trust
Controller
2101 NE 50th Street
Oklahoma City, Oklahoma 83111
Fax number: 405.425.0207

Audit Firm: Allen, Gibbs & Houlik, L.C.
301 North Main St.
Suite 1700
Wichita, KS 67202-4868

or to such other official address as the parties hereto may from time to time specify in writing.

12) **Complete Agreement**

This Audit Contract expresses the entire understanding and complete agreement between the Trust and Audit Firm concerning the subject matter hereof. Neither the Trust nor Audit Firm has made or shall be bound by any agreement, statement or any representation to the other concerning the subject matter hereof which is not set forth in this Audit Contract.

13) **No Waiver or Modification**

No waiver or modification of this audit contract or any covenant, condition, or limitation herein contained shall be valid unless by written amendment duly executed by the parties hereto. No evidence of waiver or modification shall be received in evidence of any proceedings or litigation between the parties hereto arising out of or affecting this Audit Contract, or the rights or obligations of the parties hereunder, unless such waiver or modification is in writing, duly executed as aforesaid. The parties further agree that the provisions of this paragraph may not be waived except as herein set forth.

14) **Cancellation**

The Trust or Audit Firm may cancel this Audit Contract upon thirty (30) days written notice to the other party. Such notice shall be deemed to be effective when received. Upon cancellation hereof, the Trust will pay Audit Firm all fees earned up to date of cancellation and Audit Firm will make available for review to the Trust and any successor auditor the working papers in Audit Firm's possession. Audit Firm will also provide copies of all Prepared By Client (PBC) documents to the City and its successor auditors.

The Trust's failure to make full payment of any and all undisputed amounts invoiced in a timely manner constitutes a material breach for which the Audit Firm may refuse to provide deliverables and/or, upon written notice, suspend or terminate our services under this Audit Contract. The Audit Firm will not be liable to the Trust for any resulting loss, damage or expense connected with the suspension or termination of the Audit services due to the Trust failure to make full payment of undisputed amounts invoiced in a timely manner.

The Audit Firm will not be responsible for any delay or failure in our performance resulting from acts beyond our reasonable control or unforeseen or unexpected circumstances, such as, but not limited to, acts of God, government or war, riots or strikes, disasters, fires, floods, epidemics, pandemics or outbreaks of communicable disease, cyberattacks, and internet or other system or network outages. At the Trust's option, the Trust may terminate this Audit Contract where our services are delayed more than 120 days; however, you are not excused from paying us for all amounts owed for services rendered and deliverables provided prior to the termination of this Audit Contract.

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, we may, at our sole discretion, terminate this Audit Contract without further obligation to you. Resumption of the Audit Firm's work following termination may be subject to the Audit Firm's client acceptance procedures and, if resumed, will require additional procedures not contemplated in this Audit Contract. Accordingly, the scope, timing and fee arrangement discussed in this Audit Contract will no longer apply. In order for the Audit Firm to recommence work, the execution of a new Audit Contract will be required.

The Audit Firm may terminate this Audit Contract upon written notice if the Audit Firm determines that the Audit Firm's continued performance would result in a violation of law, regulatory requirements, applicable professional or ethical standards, or the Audit Firm's client acceptance or retention standards.

15) **Assignment**

Neither this Audit Contract nor any claims, rights or obligations relating to it may be assigned, sublet, or transferred by a party hereto unless approved in writing by the other party.

16) **Audit Working Papers**

Audit working papers, consistent with auditors and professional standards, are the property of the Audit Firm, but shall promptly be made available to the Trust and shall be made available for copying or review by the Trust. Review of Audit Documentation by a successor auditor or as part of due diligence is subject to applicable to the Audit Firm policies, and will be agreed to, accounted for and billed separately. Any such access to our Audit Documentation is subject to a successor auditor signing an Access & Release Letter substantially in the Audit Firm's form. The Audit Firm reserves the right to decline a successor auditor's request to review our workpapers. The Trust agrees to reimburse the Audit Firm for fees and expenses it incurs if the Audit Firm is requested by the Trust or subpoenaed by the Trust to produce its working papers or personnel to testify in any matter where the Audit Firm is not also a party. The Trust acknowledges and grants your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the Audit Documentation upon their request. The Audit Firm shall retain working papers resulting from this Audit Contract for not less than five (5) years.

17) **Retention of Records**

The Audit Firm will return to the Trust all original records the Trust provides to the Audit Firm in connection with this engagement. Further, in addition to providing the Trust with those deliverables set forth in this Audit Contract, the Audit Firm will provide to the Trust a copy of any records the Audit Firm prepares or accumulates in connection with such deliverables which are not otherwise reflected in the Trust's books and records without

which the Trust's books and records would be incomplete. The Trust has the sole responsibility for retaining and maintaining in the Trust's possession or custody all of the Trust's financial and nonfinancial records related to this engagement. The Audit Firm will not host, and will not accept responsibility to host, any of the Trust's records. The Audit Firm, however, may maintain a copy of any records of the Trust's necessary for the Audit Firm to comply with applicable law and/or professional standards or to exercise our rights under this Contract. Any such records retained by the Audit Firm will be subject to the confidentiality obligations set forth herein and destroyed in accordance with the Audit Firm's record retention policies.

18) **Independent Contractor Status**

The parties hereby acknowledge and covenant that Audit Firm is an independent contractor and will act exclusively as an independent contractor and not as an employee of the City or the Trust in performing the duties hereunder. The parties do not intend and will not hold out that there exists, any corporation, joint venture, undertaking for a profit or other form of business venture or any employment relationship among the parties other than that of an independent contractor relationship. The Trust will not withhold any social security tax, Medicare tax, federal unemployment tax, federal income tax, or state income tax from any compensation paid to Audit Firm. All such taxes, if due, are the responsibilities of Audit Firm and will not be charged to the Trust. Audit Firm agrees not to make any claims to any welfare or retirement benefits available to qualified employees of the City or the Trust, for work done in relation to this Audit Contract. Audit Firm acknowledges that as an independent contractor it is not eligible to participate in any welfare or retirement benefit programs provided by the City or the Trust for employees for any services Audit Firm provides the Trust pursuant to this Audit Contract.

19) **Use of Subcontractors and Third-party Products**

The Audit Firm may, in its sole discretion, use qualified third-party service providers to assist the Audit Firm in providing professional services to the Trust. In such circumstances, it may be necessary for the Audit Firm to disclose Confidential Information (as such term is defined below) to them. The Audit Firm may share the Trust's information, including Confidential Information, with these third-party service providers. The Trust acknowledges and agrees that the Audit Firm's use of a third-party service provider may involve the processing, input, disclosure, movement, transfer, and storage of your information and data outside of our technology infrastructure. The Audit Firm will be responsible to the Trust for the performance of our third-party service providers, solely as related to the services performed under this Audit Contract, subject to all limitations and disclaimers set forth herein.

The Audit Firm also may provide services to the Trust using certain third-party hardware, software, equipment, or products (collectively, "Third-Party Products" and each, individually, a "Third-Party Product"). The Trust acknowledges that the use of a Third-Party Product may involve the processing, input, disclosure, movement, transfer, and

storage of information provided by or on behalf of the Trust to the Audit Firm, including Confidential Information and Personal Information, within the Third-Party Product's infrastructure and not the Audit Firm's. The Trust further acknowledges that the terms of use and service, including, but not limited to, applicable laws, set forth in the end-user license, end-user subscription agreement, or other end-user agreement for such Third-Party Product (collectively, "EULA(s)") will govern all obligations of such licensor relating to data privacy, storage, recovery, security, and processing within such Third-Party Product's infrastructure, as well as, the service levels associated with such Third-Party Product. The Trust hereby consent to the disclosure of the Trust's information, including the Trust's Confidential Information and Personal Information, to the licensors of such Third-Party Products for the purpose described herein.

To the extent the Audit Firm gives the Trust access to a Third-Party Product in connection with the services contemplated herein, the Trust agrees to comply with the terms of any applicable EULA for such Third-Party Product, and the Trust shall be solely responsible for the improper use of a Third-Party Product or a violation of the applicable EULA for such Third-Party Product, by the Trust, or any user to whom the Trust grants access to such Third-Party Product. The Trust agrees to indemnify and hold AGH harmless from and against any claims, actions, lawsuits, proceedings, judgments, liens, losses, damages, costs, expenses, fees (including reasonable legal fees, expenses, and costs) and other liabilities relating to, or arising from or out of, the improper use of a Third-Party Product, or a violation of the terms of the applicable EULA for such Third-Party Product, by the Trust, or any user to whom the Trust grants access to such Third-Party Product.

The Trust acknowledges that the use of Third-Party Products may be subject to limitations, delays, interruptions, errors, and other problems which are beyond the Audit Firm's control, including, without limitation, internet outage or lack of availability related to updates, upgrades, patches, fixes, maintenance, or other issues. The Audit Firm will not be liable for any delays, delivery failures, or other losses or damages resulting from such issues. Nor will the Audit Firm be held responsible or liable for any loss, or unauthorized use or disclosure, of any information or data provided by you, including, without limitation, Personal Information provided by the Trust, resulting from the use of a Third-Party Product.

20) **Confidentiality**

The Audit Firm and the Trust may, from time to time, disclose Confidential Information (as defined below) to one another. Accordingly, the Audit Firm and the Trust agree as the recipient of such Confidential Information (the "Receiving Party") to keep strictly confidential all Confidential Information provided to it by the disclosing party (the "Disclosing Party") and use, modify, store, and copy such Confidential Information only as necessary to perform its obligations and exercise its rights under this Audit Contract and for no other purpose or use. Except as otherwise set forth herein, the Receiving Party may only disclose the Confidential Information of the Disclosing Party to its personnel, agents, and representatives who are subject to obligations of confidentiality at least as restrictive as those set forth herein and only for the purpose of exercising its rights and fulfilling its

obligations hereunder. To avoid any doubt, the Audit Firm is permitted to disclose the Trust's Confidential Information to the Audit Firm's personnel, agents, and representatives to provide the services or exercise its rights under this Contract for the purpose of maintaining compliance with applicable laws and professional, regulatory, and/or ethical standards.

As used herein, "Confidential Information" means, information in any form, oral, graphic, written, electronic, machine-readable or hard copy consisting of: (i) any nonpublic information provided by the Disclosing Party, including, but not limited to, all of its inventions, designs, data, source and object code, programs, program interfaces, know-how, trade secrets, techniques, ideas, discoveries, marketing and business plans, pricing, profit margins and/or similar information; (ii) any information that the Disclosing Party identifies as confidential; or (iii) any information that, by its very nature, a person in the same or similar circumstances would understand should be treated as confidential, including, but not limited to, this Audit Contract.

As used herein, the term "Confidential Information" will not include information that: (i) is publicly available at the time of disclosure by the Disclosing Party; (ii) becomes publicly available by publication or otherwise after disclosure by the Disclosing Party, other than by breach of the confidentiality obligations set forth herein by the Receiving Party; (iii) was lawfully in the Receiving Party's possession, without restriction as to confidentiality or use, at the time of disclosure by the Disclosing Party; (iv) is provided to the Receiving Party without restriction as to confidentiality or use by a third party without violation of any obligation to the Disclosing Party; (v) is independently developed by employees or agents of the Receiving Party who did not access or use the Confidential Information ; or is a "record" pursuant to the Oklahoma Open Records Act.

The Receiving Party will treat the Disclosing Party's Confidential Information with the same degree of care as the Receiving Party treats its own confidential and proprietary information, but in no event will such standard of care be less than a reasonable standard of care. The Receiving Party will promptly notify the Disclosing Party if it becomes aware that any of the Confidential Information of the Disclosing Party has been used or disclosed in violation of this Audit Contract.

Notwithstanding the foregoing, in the event that the Receiving Party becomes legally compelled to disclose any of the Confidential Information of the Disclosing Party, or as may be required by applicable regulations or professional standards, the Receiving Party will use commercially reasonable efforts to provide the Disclosing Party with notice prior to disclosure, to the extent permitted by law.

21) **Data Protection Compliance**

The Audit Firm takes reasonable steps to comply with privacy, cybersecurity, and data protection laws that may apply to Personal Information and Confidential Information the Audit Firm processes on behalf of our clients.

The Audit Firm and the Trust acknowledge and agree that they may correspond or convey information and documentation, including Confidential Information and Personal Information, via various forms of electronic transmission, including, but not limited to, Third-Party Products, such as, email, FTP and cloud-based sharing and hosting applications (e.g., portals, data analytics tools, and helpdesk and support ticketing applications), and that neither party has control over the performance, operation, reliability, availability, or security of these electronic transmissions methods. Therefore, neither party will be liable for any loss, damage, expense, harm, disclosure or inconvenience resulting from the loss, delay, interception, corruption, unauthorized disclosure, or alteration of any electronic transmission where the party has used commercially reasonable efforts to protect such information. The Audit Firm offers its clients various platforms for the exchange of information. The Trust hereby agrees that the Trust shall be bound by and comply with any and all user terms and conditions made available (whether by link, click-through, or otherwise) with respect to such platforms.

Personal Information

As used herein, the term “Personal Information” means any personal information that directly or indirectly identifies a natural person as may be defined by applicable privacy, data protection or cybersecurity laws, and includes, but is not limited to, nonpublic, personally identifiable information such as Social Security numbers, Social Insurance numbers, driver’s license numbers or state- or province-issued identification card numbers, credit or debit card numbers with or without any required security code, number or passwords, health information, and other personal information as defined by applicable laws, whether of the Trust or the Trust’s customers or other third parties.

Each party to transmit Personal Information consistent with applicable laws and any other obligations with the respective party may have. In the event you transmit to us Personal Information in an unencrypted format or via unencrypted means, you agree that we have no obligation to notify you of the foregoing.

The Trust represent and warrant that the Trust has provided all notices and obtained all consents required under applicable data protection laws prior to the Trust collection, use and disclosure to us or the Audit Firm’s Subcontractors of such Personal Information and shall take reasonable steps to ensure that such Personal Information does not include irrelevant or unnecessary information about individuals.

The Audit Firm (i) will not Sell or Share any Personal Information received from the Trust; (ii) will not retain, use, or disclose Personal Information to another business, person, or third party, except for the purpose of maintaining or providing the services or exercising our rights as specified in this Engagement Letter, including to provide Personal Information to advisers or sub-contractors, to maintain or provide the services provided under this Audit Contract, or to the extent such disclosure is required by law.

The Audit Firm agrees to maintain appropriate security measures to protect such Personal Information in accordance with applicable laws.

If the Audit Firm becomes aware of an unauthorized acquisition or use of Trust-provided Personal Information, the Audit Firm will promptly inform the Trust of such unauthorized acquisition or use as required by applicable laws and, upon the Trust's written request, reasonably cooperate with you at your sole cost in support of any breach notification requirements as imposed upon you by applicable laws. If such unauthorized acquisition or use of Trust/City-provided Personal Information is caused by Audit Firm's negligence, Audit Firm shall cooperate with the Trust/City at Audit Firm's sole expense and indemnify the Trust/City for any damages caused by the unauthorized acquisition.

22) **Validity**

The invalidity or unenforceability of any provision of this Audit Contract shall not affect the validity or enforceability of any other provisions of this Audit Contract, which shall remain in full force and effect.

23) **No Waiver**

The failure or neglect of the Trust to insist, in any one or more instances, upon the strict performance of any of the terms or conditions of this Audit Contract, shall not be construed as a waiver of such term or condition nor the relinquishment in the future of such term or condition, but such term or condition shall continue in full force and effect.

24) **Order of Precedence**

The order of precedence shall be as follows:

- (a) Audit Contract
- (b) RFP
- (c) Response

25) **Electronic Transmittals**

Each party hereto agrees that any electronic signature of a party to this Audit Contract or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (a) to be "written" or "in writing," (b) to have been signed and (c) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (a) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (b) an electronic copy of a traditional signature affixed to a document, (c) a signature incorporated into a document utilizing touchscreen capabilities or (d) a digital signature. This Audit Contract may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of

such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

26) **Other**

If the Trust/City intends to publish or otherwise reproduce the financial statements and make reference to the Audit Firm or the Audit in a document other than an official statement, the Trust/City agrees to provide the Audit Firm with the printer's proofs or a master for their review and consent before reproduction and/or release occurs. The Trust/City also agrees to provide the Audit Firm with a copy of the final reproduced material for the Audit Firm's consent before it is distributed or released. Fees for any additional services that may be required as a result of the above will be established with the Trust/City at the time such services are determined to be necessary. In the event the auditor/client relationship has been terminated when the Trust/City seeks such consent, the Audit Firm will be under no obligation to grant such consent or approval

Fees for any additional services that may be required as a result of the above will be established with the Trust/City at the time such services are determined to be necessary. In the event the auditor/client relationship has been terminated when the Trust/City seeks such consent, the Audit Firm will be under no obligation to grant such consent or approval.

The Audit Firm's professional standards require that the Audit Firm perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the Audit Firm and is subsequently employed by or associated with a client in a key position. Accordingly, the Trust agrees to compensate the Audit Firm for any additional costs incurred as a result of the Trust's employment of one of the Audit Firm's partners, principals or employees, in an amount not to exceed \$50,000.

Both parties to this Audit Contract have made a substantial investment in their respective employees and depend upon them. Because of this, Audit Firm and the Trust agrees that neither party (including related affiliates) shall hire, nor solicit for hire, any shareholder or professional employee assigned to the team performing this Audit by the other during the term of the service relationship and for a period of one year after the termination of this Audit Contract. Since auditing standards require the Audit Firm perform certain additional procedures on current and previous years engagements whenever a shareholder or professional employee leaves the Audit Firm and is subsequently employed by or associated with a client, the Trust agrees to compensate the Audit Firm for any additional costs incurred as a result of the Trust's employment of a shareholder or professional employee of the Audit Firm assigned to and engaged in this Audit.

In accordance with GAS, a copy of the Audit Firm's most recent peer review report will

be provided to the Trust in the audit planning communication letter addressed to the governing body.

Each party hereto affirms it has not been placed on a Sanctioned List (as defined below) and will promptly notify the other party upon becoming aware that it has been placed on a Sanctioned List at any time throughout the duration of this Audit Contract. The Trust shall not, and shall not permit third parties to, access or use any of the deliverables provided for hereunder, or Third-Party Products provided hereunder, in violation of any applicable sanctions laws or regulations, including, but not limited to, accessing or using the deliverables provided for hereunder or any Third-Party Products from any territory under embargo by the United States or Canada. The Trust shall not knowingly cause the Audit Firm to violate any sanctions applicable to the Audit Firm. As used herein "Sanctioned List" means any sanctioned person or entity lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department., the Consolidated Canadian Autonomous Sanctions List, the United Nations Security Council, the European Union, and United Kingdom.

Any term of this Audit Contract that would be prohibited by or impair our independence under applicable law or regulation shall not apply, to the extent necessary only to avoid such prohibition or impairment.

27) **Parties' Understandings Concerning Situation Around COVID-19**

To the extent any of the services described herein require a party to visit ("Visiting Party") the other party's facilities ("Host Party") in person, the Visiting Party agrees to comply with the Host Party's rules and regulations regarding COVID-19 safety protocols while on the Host Party's premises, provided the Visiting Party is made aware of such rules and regulations. Further, in the event any of the services described herein need to be suspended and/or rescheduled by a party due to the ongoing situation surrounding COVID-19, the party requesting the suspension or rescheduling of the services will provide the other party with prompt written notice of the foregoing. To the extent such suspension and/or rescheduling of the services impacts either the cost of the services or the ability of the Trust or AGH to meet any deadlines or timeframes set forth herein, or both, the parties will document this in a written agreement mutually agreed upon and executed by both parties.

IN WITNESS WHEREOF, this Audit Contract is executed by the Parties, in triplicate, at
Oklahoma City, Oklahoma, this _____ day of _____, 2024.

**OKLAHOMA CITY
ZOOLOGICAL TRUST**

CHAIRMAN

ATTEST:

Secretary

Allen, Gibbs & Houlik, L.C.

Tadai

Engagement Officer

Vice President, Assurance
Title

STATE OF KANSAS)
) SS.
COUNTY OF SEDGWICK)

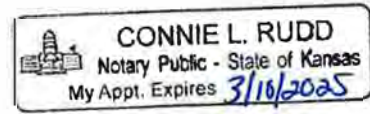
Before me, the undersigned, a Notary Public in and for said County and State, on this 15
day of may, 2024, personally appeared Tara Laughlin, to me known
to be the identical person who executed the foregoing instrument as Managing Partner, and
acknowledged to me that he/she executed the same as his/her free and voluntary act on behalf of
Allen, Gibbs & Houlik, L.C., for the uses and purposes therein set forth.

Witness my hand and official seal the day and year above written.

Connie L. Rue
Notary Public

(SEAL OR STAMP)

My Commission Expires: 3/10/2025
My Commission Number: 1179788



REVIEWED for form and legality

A handwritten signature in black ink, appearing to be "C. Rudd", written over a horizontal line.

Assistant Municipal Counselor



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/11/2024

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 IMA, Inc. - Wichita PO Box 2992 Wichita KS 67201	CONTACT NAME: IMA Wichita Team PHONE (A/C, No, Ext): 316-267-9221 E-MAIL ADDRESS: certs@imacorp.com	FAX (A/C, No):
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : ACE Property and Casualty Insurance Company		20699
INSURER B : Chubb National Insurance Company		10052
INSURER C : Travelers Casualty and Surety Company of America		31194
INSURER D :		
INSURER E :		
INSURER F :		

License#: PC-1210733
ALLEGIB-01**COVERAGES****CERTIFICATE NUMBER:** 424666456**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
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC ☐ OTHER:			D94390680	10/1/2023	10/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			D94390680	10/1/2023	10/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ \$0			D94391027	10/1/2023	10/1/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☒ N	N / A	71770602	10/1/2023	10/1/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Employee Theft of Client Property			105660639	8/5/2023	8/5/2024	Aggregate Retention 1,000,000 10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Oklahoma City, Oklahoma City Airport Trust, Oklahoma City Public Property Authority, Oklahoma City Water Utilities Trust, Oklahoma City Municipal Facilities Authority, Oklahoma City Environmental Assistance Trust, Oklahoma City Riverfront Redevelopment Authority, Oklahoma City Zoological Trust, McGee Creek Authority, Central Oklahoma Transportation and Parking Authority, Oklahoma City Metropolitan Area Public Schools Trust, Oklahoma City Economic Development Trust, Oklahoma City Post-Employment Benefits Trust, Lake Atoka Reservation Association, Oklahoma City Employees Retirement System and Oklahoma City MAPS Investment and Operating Trust to the list of entities are included as Additional Insureds on the General Liability and Automobile Liability Policies, if required by written contract or agreement, subject to the policy terms and conditions.

The Insurer(s) will provide 30 days written notice of cancellation to The City of Oklahoma City for cancellation reasons other than non-payment of premium.
The Insurer(s) will provide 10 days written notice of cancellation to The City of Oklahoma City for non-payment of premium.

CERTIFICATE HOLDER**CANCELLATION**

The City of Oklahoma City
100 N Walker, 3rd Floor
Oklahoma City OK 731022230

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

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