



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/14/2025

REQUESTER: Taylor Johnson, Transit and Parking Program Manager

PRESENTER: Scott Sturtz, P.E. Interim Director of Public Works

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-88: A PUBLIC TRANSIT REVOLVING FUND AGREEMENT BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT) DISTRIBUTING A MAXIMUM AMOUNT OF FUNDS IN AN AMOUNT NOT-TO-EXCEED TWO HUNDRED TWENTY EIGHT THOUSAND NINE HUNDRED EIGHTY SIX DOLLARS (\$228,986) TO BE USED FOR ESTABLISHING, EXPANDING, IMPROVING, AND MAINTAINING THE CITY OF NORMAN'S URBAN PUBLIC MASS TRANSPORTATION SERVICES.

BACKGROUND:

69 O.S. § 4301 creates in the State of Oklahoma Treasury a revolving fund called the "Public Transit Revolving Fund" for the Oklahoma Department of Transportation (ODOT) to be used for the purpose of establishing, expanding, improving, and maintaining rural and urban public transportation services. Eligible entities to apply for disbursement of such funds are defined as those entities receiving federal financial assistance through the Federal Transit Administration's (FTA) Block Grant for Urbanized Areas, and Formula Grant Program for Areas other than Urbanized Areas under 49 U.S.C. §§ 1607a and 1614, and other public mass transportation programs provided by entities, municipalities, and community action programs which have submitted an audited financial statement showing total reported vehicle revenue mileage for the prior year to ODOT.

On May 22, 2019, the Governor of Oklahoma designated the City of Norman to be the direct recipient of federal funds to be used for the provision of public transportation services effective upon the date the FTA formally approved the City eligible to receive such federal funds. On June 20, 2019, the FTA formally designated the City to be the direct recipient of such federal public transportation funds. As a result of this designation by the FTA, the City is also eligible to receive disbursement of funds from the Oklahoma Department of Transportation (ODOT) Public Transit Revolving Fund to be used to establish, expand, improve, and maintain its public transportation system.

DISCUSSION:

The City of Norman is eligible to receive disbursement from the Public Transit Revolving Fund due to it being an entity approved to receive federal financial assistance through the FTA Block Grant for Urbanized Areas. Each year, entities must have their previous fiscal year's vehicle revenue mileage audited to include in their applications to ODOT. The City did have a mileage audit performed by Forvis Mazurs, for fiscal year 2024-2025. After ODOT reviewed all applications, the City of Norman was approved for a maximum amount of funds in an amount not to exceed \$228,986 to be distributed in fiscal year 2026. This agreement provides that such maximum disbursement shall be distributed in three billings on or after November 1, 2025, February 1, 2026, and June 1, 2026.

This amount is slightly more than last year's distributed funds (\$222,061) to the City. The amount distributed can fluctuate from year to year based on how many miles are submitted by each agency and the amount of funding available. It should be noted that contrary to the Revolving Fund name, the funds distributed are not required to be paid back.

This Agreement further provides that the City of Norman certifies that at least fifty percent (50%) of the funding provided by this agreement shall be spent for services for the elderly and disabled. Norman's paratransit service, known as "EMBARK Plus", fulfills this criterion.

Funds distributed pursuant to this agreement shall be deposited into the Public Transportation and Parking Fund, Other Revenue/State Grant Reimbursements (account 275-331380) and are requested to be appropriated for public transportation operations use.

RECOMMENDATION:

Staff recommends approval of Contract K-2526-88.