

CITY OF NORMAN, OK
BOARD OF PARKS COMMISSIONERS MEETING
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069
Thursday, August 06, 2026 at 5:30 PM

AGENDA

It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please call 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

ROLL CALL

MINUTES

1. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

BOARD OF PARK COMMISSIONERS REGULAR MEETING MINUTES OF MAY 7, 2026

DISCUSSION ITEMS

2. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF PREVIOUSLY APPROVED CITY COUNCIL ITEMS

ACTION ITEMS

3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM FIREHOUSE ART CENTER
4. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM WESTWOOD GOLF AND GOLF MAINTENANCE

REPORTS

5. UPDATE REGARDING THE FINANCIAL STATUS OF THE NORMAN FORWARD PROGRAM

[6.](#) CAPRA UPDATE

[7.](#) NORMAN FORWARD UPDATE

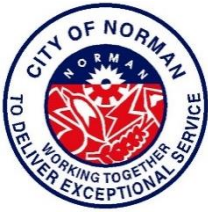
[8.](#) DIVISION UPDATE

MISCELLANEOUS ITEMS

PUBLIC COMMENT

This is an opportunity for citizens to address the Norman Board of Parks Commissioners. Due to Open Meeting Act regulations, the Commissioners are not able to participate in discussion during public comments. Remarks should be directed to the Commissioners as a whole and limited to three minutes or less.

ADJOURNMENT



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/06/2026

REQUESTER: Jason Olsen

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

BOARD OF PARK COMMISSIONERS REGULAR MEETING MINUTES OF MAY 7, 2026

Norman Board of Parks Commissioners
May 7, 2026

Item 1.

The Norman Board of Parks Commissioners of the City of Norman, Cleveland County, State of Oklahoma, met in a Regular Session in the Development Center Conference Room A, on the 7th day of May, 2026, at 5:33 p.m., and notice of the agenda of the meeting was posted at the Development Center Building at 225 N. Webster Avenue and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

Present: Chair Sheriff and Commissioners Davison, Isacksen, Nanny, Tedder-Loffland, Usry, Wright, and Wyckoff

Tardy: Commissioner Fagin

Absent: None

City Officials

Present: Jason Olsen, Director of Parks and Recreation
James Briggs, Park Development Manager
Jeff Moody, Event & Media Coordinator
Megan Phelan, Park Planner
Mitchell Richardson, Recreation Manager
Wade Thompson, Parks Manager
AshLynn Wilkerson, Assistant City Attorney
Karla Sitton, Administrative Technician IV

ITEM 1, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF MINUTES FROM THE MARCH 5, 2026, PARK BOARD REGULAR MEETING

Commissioner Wyckoff made the motion, and Commissioner Isacksen seconded to approve the Regular Park Board minutes of March 5, 2026. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Davison, Isacksen, Nanny, Tedder-Loffland, Usry, Wright, and Wyckoff

NAY: None

ITEM 2, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PREVIOUSLY APPROVED COUNCIL ITEMS

Mr. Jason Olsen, Director of Parks and Recreation, highlighted the previously approved Council actions pertaining to the Parks and Recreation Department as follows:

- Contract K-2223-175 with Norman Regional Hospital Auth for the purpose of clarifying operation and respective responsibilities of the turf field outdoor at YFAC
- Donations from Cavins Group and Hal Smith Restaurant for the 2026 Employees Recognition Program
- Resolution R-2526-136 Appropriating \$130,000 from the YFAC Balance Fund to be used for Concession Stand Expenses
- Resolution R-2526-141 Appropriating \$3,600 from the NF Balance Fund to the NF Canadian River Park & Trails Project for Land Appraisal

Commissioner Fagin arrived at the meeting at 5:35 p.m.

ITEM 3, being:

DISCUSSION REGARDING PROPOSED UPDATES TO THE PARKS AND RECREATION DEPARTMENT'S POLICY AND RULE MANUAL AND CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SUCH UPDATED POLICY AND RULES MANUAL

Mr. Olsen said the Staff and the Advisory Committee for Parks and Recreation Policy & Procedures, a Sub-committee of the Board of Park Commissioners, met several times between November 2025 and January 2026, to review the current policies, assess recent community needs and feedback, and research current best practices and regulations, including the Rules and Regulations Governing Open Space and Facilities, the Facility Use Policy, the Facilities Description, the Facility Rental Fee, and the Facility Fee Schedule. He said many more facilities have been added to the proposed policy and rules manual since the last update in 2021. He said rules and policies were added or updated without being considered at that time, and that more clarification has been added for special-use parks. Mr. Olsen said the update addresses park hours for neighborhood, community, and special-use parks and includes much-needed definitions for the park rules. He said general park rules will be posted on every park sign, stating that they are needed and will assist the police in enforcing them.

Mr. Olsen requested that the Board review the proposed updates before the June 4th Park Board meeting and asked them to email any questions and/or suggestions to staff. He said staff will include the suggestions in the proposed update to the policy and rules so they can be discussed at the June 4th meeting. Mr. Olsen mentioned that if additional time is required to review and approve the updated policies and rules, a Special Park Board meeting can be scheduled for June 16th. This will ensure that the new and/or updated policies and rules are in place by July 1st.

ITEM 4, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM NORMAN OPTIMIST CLUB

Mr. Manny Young, Norman Optimist Club (NOC), presented the annual report, and NOC Financials were sent to the Board before the meeting. He said NOC operates three recreation youth baseball and fastpitch softball leagues per year and oversees all Reaves Park activities, including coordinating field usage and groundskeeping with many other organizations and non-league teams. Mr. Young highlighted the league and tournament fee structures and said that NOC offers \$20 team discount codes per player and that scholarships are available upon request. He highlighted registrations for the 2025 and Spring 2026 seasons, stating that there were 790 games this season and that 62 baseball teams and 37 softball teams are currently registered for the Spring 2026 league. Mr. Young went over the expenses and income for FY25 and highlighted the FY26 budget. He asked the Board if they had any questions.

Commissioner Isacksen asked why registrations dropped from 2025 to 2026, and Mr. Young said the summer league did not make it this year. He said there was a staffing change and a few teams merged; however, NOC is rebuilding and developing new groups to attract more registrations for the Fall league. Commissioner Wright appreciated NOC and said the fields look great.

Commissioner Davison made the motion, and Commissioner Wright seconded, to accept the Norman Optimist Club annual report and recommend submitting it to the City Council. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Davison, Fagin, Isacksen, Nanny, Tedder-Loffland, Usry, Wright, and Wyckoff

NAY: None

Chair Sheriff asked to move to Item #6 until staff is present to give CAPRA Update.

ITEM 6, being:

NORMAN FORWARD UPDATE

Mr. Olsen said the Eagle Cliff, Northeast Lions, and Sutton Place Park Projects are nearly complete and Ribbon-cuttings for each park will be scheduled soon. He said work continues at Bluestem Park and is expected to be completed this fall. Mr. Olsen said a designer is preparing bid documents for the NF Saxon Park Project, which includes various improvements, including a new inclusive playground and restroom facilities. He said the Public Works Department has installed the nearby infrastructure, reminding the Board that this work will reduce the budget for the NF Saxon Park Project, as the associated roadwork, utilities, and water and sewer connections will be integrated into the park development but paid for through the PW Department road construction project. Mr. Olsen said a land appraisal has been completed for a potential land purchase for the Canadian River Park, a proposed Norman Forward project. He said staff is continuing to work on the land acquisition that aims to create a park, trail system, and wildlife refuge south of Lindsey Street and west of I-35 along the Canadian River.

Chair Sheriff inquired about an updated list and timeline for the NF Neighborhood Parks Projects, specifically mentioning that Brookhaven Park has not been renovated in many years. Mr. Olsen responded that the staff had presented an updated list some time ago and acknowledged that Brookhaven Park still features one of the older playgrounds in the parks system. He noted that he wasn't certain where Brookhaven Park stands on the five-year plan but believed it was scheduled for an update within the next two or three years.

ITEM 7, being:

DIVISION UPDATE

Mr. James Briggs, Park Development Manager, said work continues at Bluestem Park, including construction of a new playground, a picnic shelter, and various amenities, as well as walking trails. Preparations continue at Bishop Creek Eco Park, with plans for educational signage and a new pavilion. A cedar fence is being installed along the northern edge for safety. The Westwood Tennis Center resurfaced its indoor courts in April, addressing wear and minor cracks to maintain a high-quality player experience. A Request for Qualifications (RFQ) was issued for firms to help create a Master Plan for the Sooner Theatre, originally built in 1929. An advisory group will assist in planning upgrades for the venue. At the Firehouse Art Center, preparations are underway for a new "floor mural" on the west patio, and a grant has been awarded for additional native pollinator plantings. Mr. Briggs said work on the Reaves Park pond embankment is complete, including a new, higher bank for better stormwater control, and that final sod installation will be finished in May.

Mr. Wade Thompson, the Parks Manager, stated that crews have completed demolition of the Andrews Park building, resulting in the removal of 35 truckloads of debris from the park. He said the original WPA stone was preserved where possible, while modern materials were removed. Mr. Thompson said maintenance work continues on the Royal Oaks Park pavilion, as well as sidewalk repairs at multiple parks and a bridge repair project. Three new robotic mowers were purchased for use at Westwood Golf. The Golf Maintenance team consists of only five members, so the robotic mowers are significantly reducing the workload on the fairways.

Mr. Mitchell Richardson, Recreation Manager, said May events include the Office Olympics/Dunder Run 5K on May 9th, Bike to Work Day on May 15th, Kids to Parks Day on May 16th, and an E-Waste Event on May 16th. He said Summer camps begin on May 26th; a Westwood Tennis youth clinic begins on May 27th; summer-weekend basketball tournaments are ramping up at the YFAC; and WWFAC opens on May 23rd, with a season passholder event on May 22nd. Mr. Richardson said he is glad to announce that the City of Norman is expanding the FourthFest 2026 celebration, marking the 250th anniversary of the United States, with more events, activities, and opportunities for the community to come together. He said a Water Lantern Festival is scheduled on July 1st at Legacy Park, a showing of *Captain America: The First Avenger* on July 2nd at Reaves

Park, a Wiffle Ball Home Run Derby on July 3rd at Reaves Park, and on July 4th, the Firecracker 5K at Legacy Park, the Red, White and Blue swim at WWFAC, and the annual Norman's FourthFest at Reaves Park!

Chair Sheriff said staff is present and returned to Item #5

ITEM 5, being:

CAPRA UPDATE

Mr. Mitchell Richardson, the Recreation Manager, stated that the Parks and Recreation Department continues to pursue accreditation from the Commission for Accreditation of Park and Recreation Agencies (CAPRA). He mentioned that the staff is currently focused on Chapter 4, which includes many of our HR documents and the online onboarding procedures for the Parks and Recreation Department. Mr. Richardson noted that the staff has made significant progress, completing several plans. While only a few chapters are fully finished, many others are nearly complete, requiring only minor details to finalize.

MISCELLANEOUS ITEMS

Commissioner Isacksen congratulated staff for the Annual Employee Recognition Awards they recently received, stating Jason Olsen received the Helping Hands Award, and Megan Phelan received the Rising Star Award. Mr. Olsen said the event was expanded this year from celebrating City employees' work anniversary dates to a variety of esteemed awards, including Public Servant of the Year. He said it was held at the YFAC and was a great experience.

PUBLIC COMMENT

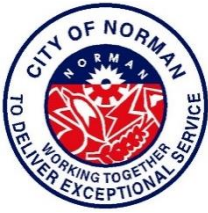
None.

ADJOURNMENT

Chair Sheriff adjourned the meeting at 6:29 p.m.

Passed and approved this _____ of _____ 2026

Sherrel Sheriff, Chair



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/06/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT
AND/OR POSTPONEMENT OF PREVIOUSLY APPROVED CITY
COUNCIL ITEMS

DISCUSSION:

The City of Norman City Council held Regular meetings in June and July 2026 to consider several items related to the Parks and Recreation Department. Staff has included those previously approved City Council agenda items to keep you informed and up to date.



CITY OF NORMAN, OK CITY COUNCIL SPECIAL MEETING - FYE 2027 BUDGET ADOPTION

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, June 09, 2026 at 2:00 PM

AGENDA

It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please call 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

CALL TO ORDER

AGENDA ITEMS

1. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FYE 2027 CITY OF NORMAN PROPOSED OPERATING AND CAPITAL BUDGETS AND NORMAN CONVENTION AND VISITORS BUREAU, INC., FYE 2027 BUDGET WITH DETAILED ANNUAL PLAN OF WORK.

ADJOURNMENT



CITY OF NORMAN, OK CITY COUNCIL SPECIAL MEETING

Municipal Building, Executive Conference Room, 201 West Gray, Norman,
OK 73069

Tuesday, June 09, 2026 at 5:00 PM

AGENDA

It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please call 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

CALL TO ORDER

AGENDA ITEMS

1. DISCUSSION REGARDING THE TEMPORARY SUSPENSION OF THE ZONING ORDINANCE TO ALLOW CAMPING IN AREAS ZONED AS RESIDENTIAL.
2. DISCUSSION REGARDING UPDATES TO ORDINANCES RELATED TO CITY PARKS.
3. CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION AS AUTHORIZED BY OKLAHOMA STATUTES, UNDER TITLE 25 § 307(B)(4) TO DISCUSS SETTLEMENT OF A PENDING TORT CLAIM SUBMITTED BY JAMES JENKINS.

ADJOURNMENT

AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA, ESTABLISHING A TEMPORARY EMERGENCY RESIDENTIAL CAMPING PERMIT PROGRAM; AUTHORIZING LIMITED TEMPORARY CAMPING ON CERTAIN OWNER-OCCUPIED RESIDENTIAL PROPERTY SUBJECT TO STRICT CONDITIONS; PROVIDING DEFINITIONS; ESTABLISHING PERMIT REQUIREMENTS, HEALTH AND SAFETY STANDARDS, OCCUPANCY LIMITS, SANITATION REQUIREMENTS, REVOCATION PROCEDURES, AND ENFORCEMENT; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

- § 1 **WHEREAS**, City Council finds that unsheltered homelessness presents substantial public health, sanitation, and safety concerns; and
- § 2 **WHEREAS**, City Council further finds that temporary regulated sheltering on private residential property may provide a safer alternative to unauthorized encampments in parks, rights-of-way, and other public property; and
- § 3 **WHEREAS**, City Council desires to establish a narrowly tailored, temporary permitting framework that permits limited humanitarian assistance while preserving neighborhood safety, sanitation, traffic visibility, and compatibility with surrounding residential uses; and
- § 4 **WHEREAS**, The City Council finds that temporary authorization subject to strict regulation is necessary to protect the public health, safety, and welfare.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORMAN, IN THE STATE OF OKLAHOMA, AS FOLLOWS:

SECTION 1. PURPOSE.

The purpose of this Ordinance is to establish a temporary and revocable permitting program authorizing limited camping on certain residential property under controlled conditions intended to protect public health and safety while reducing unauthorized camping elsewhere within the City.

SECTION 2. DEFINITIONS.

For purposes of this Ordinance:

- A. "Camping" means residing or dwelling temporarily outdoors, including sleeping overnight in a tent, temporary shelter, recreational vehicle, or similar structure.
- B. "Permittee" means the owner-occupant issued a permit under this ordinance.
- C. "Temporary Shelter" means a tent or other portable weather-resistant structure intended for overnight occupancy.

- C. Public intoxication;
- D. Illegal drug activity;
- E. Storage of stolen property;
- F. Discharge of firearms;
- G. Harassment of neighboring property owners;
- H. Blocking sidewalks or streets.

SECTION 9. PERMIT TERM.

- A. A permit issued under this ordinance shall expire ninety (90) days after issuance unless sooner revoked.
- B. The City Manager may grant one additional ninety-day extension upon written application and inspection.
- C. This ordinance shall automatically expire one (1) year after its effective date unless extended by the City Council.

SECTION 10. INSPECTIONS.

The City may inspect the property at reasonable times to determine compliance with this ordinance.

SECTION 11. REVOCATION.

A permit may be suspended or revoked for:

- A. Violation of this ordinance;
- B. Creation of a public nuisance;
- C. False information in the permit application;
- D. Threats to public health or safety;
- E. Criminal activity occurring on the property.

Upon revocation, all camping activity shall cease within twenty-four (24) hours.

SECTION 12. NO TENANCY CREATED.

Persons camping pursuant to this ordinance shall not be considered tenants under the Oklahoma Residential Landlord and Tenant Act unless otherwise established by state law.

SECTION 13. ENFORCEMENT.

- A. Violation of this ordinance constitutes a municipal offense.
- B. Each day a violation exists shall constitute a separate offense.
- C. The City may pursue civil enforcement, injunctive relief, nuisance abatement, or permit revocation.

§ 6 **SEVERABILITY CLAUSE.** If any section, subsection, sentence, clause, phrase, portion of this ordinance is for any reason held invalid or unconstitutional by any court or administrative agency of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such finding shall not affect the validity of the remaining portions thereof.

§ 7 **EMERGENCY.** Council hereby declares an emergency exists for the immediate preservation of public peace, health, and safety, and this Ordinance shall become effective immediately upon passage and approval.

ADOPTED this _____ day of _____,
_____, 2026.

NOT ADOPTED this _____ day of _____,
_____, 2026.

Stephen Tyler Holman, Mayor

Stephen Tyler Holman, Mayor

ATTEST:

City Clerk

- D. "Owner-Occupied Residence" means a dwelling occupied as the primary residence of at least one record owner of the property.

SECTION 3. TEMPORARY RESIDENTIAL CAMPING PERMIT AUTHORIZED.

- A. Notwithstanding other provisions of the City Code, the City Manager or designee may issue a Temporary Residential Camping Permit authorizing limited camping on qualifying residential property subject to the requirements of this ordinance.
- B. A permit issued under this ordinance constitutes a revocable license only and does not create any property right, tenancy, or vested entitlement.
- C. Nothing in this ordinance shall be construed to require the City to issue a permit.

SECTION 4. ELIGIBILITY.

A permit may only be issued if all the following conditions are satisfied:

- A. The property is zoned residential;
- B. The property contains an owner-occupied dwelling;
- C. The applicant is the record owner of the property;
- D. The applicant consents in writing to City inspection and enforcement;
- E. The property is connected to functioning water and sanitary sewer service;
- F. The property is not subject to unresolved nuisance, dangerous building, or health code violations;
- G. The proposed camping area complies with all spacing and visibility requirements of this ordinance.

SECTION 5. OCCUPANCY LIMITATIONS.

- A. No more than two (2) persons may camp on any residential lot under this ordinance.
- B. No more than one (1) temporary shelter may be placed on any lot unless specifically approved by the City Manager based upon lot size and safety considerations.
- C. Camping shall be limited to persons invited by the permittee.
- D. Compensation or rent shall not be accepted in exchange for camping privileges authorized under this ordinance.

SECTION 6. LOCATION REQUIREMENTS.

- A. Camping shall only occur within an area specifically approved by the City.
- B. Temporary shelters must be located in the front yard.
- C. No temporary shelter may be located:
 - 1. Within fifteen (15) feet of any public sidewalk;
 - 2. Within twenty (20) feet of any street intersection;
 - 3. Within eight (8) feet of any side property line;
 - 4. Within any drainage easement or utility easement.
- D. Temporary shelters shall not obstruct vehicular sight distance, sidewalks, driveways, fire access, or pedestrian travel.
- E. No camping shall occur in the public right-of-way.

SECTION 7. SANITATION AND HEALTH REQUIREMENTS.

- A. The permittee shall provide access to:
 - 1. Restroom facilities within the principal residence; and
 - 2. Potable water.
- B. Accumulation of garbage, debris, hazardous materials, or human waste is prohibited.
- C. Open fires are prohibited.
- D. Cooking using propane, charcoal, wood-burning devices, or open flame equipment outdoors is prohibited.
- E. The property shall remain free from conditions constituting a public nuisance.

SECTION 8. CONDUCT REQUIREMENTS.

The following conduct is prohibited on property operating under this ordinance:

- A. Assaultive or threatening behavior;
- B. Excessive noise;

City of Norman, OK

*Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069*



Meeting Agenda

Tuesday, June 9, 2026

6:30 PM

DIRECTOR OF PARKS AND RECREATION

City Council, Norman Utilities Authority, Norman Municipal Authority, Norman Tax Increment Finance Authority, and Norman Parking and Transit Authority

City Council

David Gandesbery, Ward 1, Matthew Peacock, Ward 2, Robert Bruce, Ward 3, Helen Grant, Ward 4, Trey Kirby, Ward 5, Joshua Hinkle, Ward 6, Kimberly Blodgett, Ward 7, Scott Dixon, Ward 8, Mayor Stephen Tyler Holman.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 06/09/2026

REQUESTER: Grace Holloman

PRESENTER: Grace Holloman, Accessibility and Cultural Coordinator

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-47: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING FRIDAY, JUNE 19, 2026, AS JUNETEENTH DAY IN THE CITY OF NORMAN.

P-2526-47

A PROCLAMATION OF THE MAYOR OF THE CITY OF
NORMAN, OKLAHOMA, PROCLAIMING FRIDAY, JUNE
19, 2026, AS JUNETEENTH DAY IN THE CITY OF
NORMAN.

- § 1. WHEREAS, President Abraham Lincoln issued the Emancipation Proclamation on January 1, 1863, declaring that all persons held as slaves shall be free; and
- § 2. WHEREAS, on June 19, 1865, Union soldiers led by Major General Gordon Granger, landed at Galveston, Texas, with news that the war had ended and that enslaved were now free; and
- § 3. WHEREAS, June 19th, known as "Juneteenth" and also called "Emancipation Day" is the oldest known celebration, which started in 1866, commemorating the announcement of the abolition of slavery in the State of Texas and in remembrance of the day all remaining slaves acquired their freedom in the United States of America; and
- § 4. WHEREAS, on June 17, 2021, Juneteenth was signed into law, declaring it a national holiday; and
- § 5. WHEREAS, 2026's national theme "Juneteenth Brings Balance to America's Celebration of Freedom," honors the joy of emancipation while recognizing the ongoing responsibility to advance fairness and equal rights; and
- § 6. WHEREAS, the Juneteenth Festival will take place on Friday, June 19, 2026, at Reaves Park providing a community celebration that fosters inclusion and unity, bringing together families, visitors, and local leaders in honor of this important national holiday.

NOW, THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

- § 7. Do hereby proclaim Friday June 19, 2026, as Juneteenth in the City of Norman and invite all citizens to join me in celebrating this important holiday while continuing to strive towards full equality.

PASSED AND APPROVED this 9th day of June 2026.

Mayor, Stephen T. Holman

ATTEST:

City Clerk



File Attachments for Item:

4. CONSIDERATION OF ACKNOWLEDGMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-48: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF JUNE, 2026, AS LGBTQ+ PRIDE MONTH IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 06/09/2026

REQUESTER: Grace Holloman

PRESENTER: Grace Holloman, Accessibility and Culture Coordinator

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-48: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF JUNE, 2026, AS LGBTQ+ PRIDE MONTH IN THE CITY OF NORMAN.

Proclamation

P-2526-48

A PROCLAMATION OF THE MAYOR OF THE CITY
OF NORMAN, OKLAHOMA, PROCLAIMING THE
MONTH OF JUNE 2026, AS LGBTQ+ PRIDE MONTH
IN THE CITY OF NORMAN.

- § 1. WHEREAS, the City of Norman is committed to fostering a welcoming and respectful community where all residents are treated with dignity and compassion; and
- § 2. WHEREAS, Pride Month is celebrated each June to honor the 1969 Stonewall Uprising in New York City, a pivotal moment in the ongoing struggle for LGBTQ+ rights, dignity, and equality in the United States; and
- § 3. WHEREAS, on June 11, 1999, Pride Month was first officially recognized at the national level as a time to acknowledge the history, achievements, and contributions of LGBTQ+ Americans; and
- § 4. WHEREAS, Pride Month provides an opportunity to recognize the progress made toward greater equality and understanding, to reflect on the ongoing efforts to ensure all people are treated with fairness and respect, and to acknowledge the many LGBTQ+ individuals who continue to serve and strengthen their communities through public service, advocacy, business, education, healthcare, and the arts.

NOW, THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

- § 5. Do hereby proclaim June 2026, as LGBTQ+ Pride Month in the City of Norman and acknowledge the importance of civility, inclusion, and the positive contributions made by many LGBTQ+ individuals to the life and vitality of our city.

PASSED AND APPROVED this 9th day of June 2026.

Mayor, Stephen T. Holman

ATTEST:

City Clerk



City of Norman, OK

*Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069*



Meeting Agenda

Tuesday, June 23, 2026

6:30 PM

DIRECTOR OF PARKS AND RECREATION

City Council, Norman Utilities Authority, Norman Municipal Authority, Norman Tax Increment Finance Authority, and Norman Parking and Transit Authority

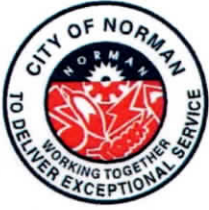
City Council

David Gandesbery, Ward 1, Matthew Peacock, Ward 2, Robert Bruce, Ward 3, Helen Grant, Ward 4, Trey Kirby, Ward 5, Joshua Hinkle, Ward 6, Kimberly Blodgett, Ward 7, Scott Dixon, Ward 8, Mayor Stephen Tyler Holman.



File Attachments for Item:

1. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-52: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF JULY 2026 AS PARKS AND RECREATION MONTH IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 06/23/2026

REQUESTER: Jason Olsen

PRESENTER: Jason Olsen, Director of Parks and Recreation Department

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-52: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF JULY 2026 AS PARKS AND RECREATION MONTH IN THE CITY OF NORMAN.

Proclamation

P-2526-52

A PROCLAMATION OF THE MAYOR OF THE CITY
OF NORMAN, OKLAHOMA, PROCLAIMING THE
MONTH OF JULY 2026, AS PARKS AND RECREATION
MONTH IN THE CITY OF NORMAN.

- § 1. WHEREAS, parks and recreation programs are an integral part of communities throughout this country, including here in the City of Norman; and
- § 2. WHEREAS, our parks and recreation facilities are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and
- § 3. WHEREAS, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled and improve the mental and emotional health of all citizens; and
- § 4. WHEREAS, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and
- § 5. WHEREAS, parks and recreation areas are fundamental to the environmental well-being of our community; and
- § 6. WHEREAS, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and
- § 7. WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month.

NOW, THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

- § 8. Do hereby proclaim that the month of July 2026 is Parks and Recreation Month in the City of Norman.

PASSED AND APPROVED this 23rd day of June 2026.

Mayor, Stephen T. Holman

ATTEST:

City Clerk



File Attachments for Item:

25. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2526-149: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND HAPPY PLAYGROUNDS, L.L.C., FOR THE NORTHEAST LIONS PARK PLAYGROUND PROJECT AND FINAL PAYMENT OF \$230,000. (WARD 6)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 6/23/2026

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2526-149: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND HAPPY PLAYGROUNDS, L.L.C., FOR THE NORTHEAST LIONS PARK PLAYGROUND PROJECT AND FINAL PAYMENT OF \$230,000. (WARD 6)

BACKGROUND:

On February 24, 2026, the City Council approved RFP 2526-17 for the Northeast Lions Park Playground Project. This project was funded through the NORMAN FORWARD Neighborhood Park Improvements Program. The project scope included a proposal to provide and install a new playground in the area that used to be named "High Meadows Park" prior to it being consolidated into one contiguous piece of park property made up of the original Northeast Lions Park, the old High Meadows Park and a piece of land that was owned by Norman Public Schools east of Eisenhower Elementary that used to separate the two city parks before the city acquired it in a land swap in 2025. The old playground at Northeast Lions Park, built decades ago behind a large group of trees by the park pond, is difficult to monitor, leading to frequent vandalism and damage. The new playground is much more visible, as it is in an area visible from High Meadows Avenue and the houses and other park and elementary school users in the area each day.

All bidders were asked to maximize the stated budget, provide shade over much of the new equipment, and install a synthetic turf impact-attenuating surface, as is done on all of our new neighborhood playgrounds. Other work in the park, including adding new park furnishings and concrete access walks to the new playground location, would be done by others. After reviewing proposals submitted by five vendors that complied with the RFP requirements, it was decided to award the project to Happy Playgrounds for \$230,000.

DISCUSSION:

City Council approved Contract K-2526-149 for the Northeast Lions Park Playground Project to Happy Playgrounds, L.L.C., for \$230,000; and work began on-site, once the new equipment was shipped in March 2026. Work proceeded throughout the spring, as weather allowed. No partial pay requests were submitted during this period. A single lump-sum payment will cover all costs upon completion.

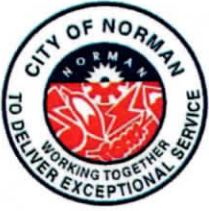
On May 20, 2026, the City of Norman Parks staff inspected the Northeast Lions Park Playground Project and found it complete per specifications. Other contractors are doing concrete work, site grading, park furniture improvements, and final sod work at the park site.

RECOMMENDATION:

It is recommended that the City Council accept the Northeast Lions Park Playground Project as complete and authorize the final \$230,000 payment to Happy Playgrounds, L.L.C. Funding is available for this project in the NORMAN FORWARD Neighborhood Park Improvements Project (Account 51798830-46101; Project NFP101).

File Attachments for Item:

26. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2526-150: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PS COMMERCIAL PLAY L.L.C., D/B/A PLAY AND PARK STRUCTURES, FOR THE EAGLE CLIFF PARK PLAYGROUND PROJECT AND FINAL PAYMENT OF \$200,000. (WARD 7)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 6/23/2026

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2526-150: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PS COMMERCIAL PLAY L.L.C., D/B/A PLAY AND PARK STRUCTURES, FOR THE EAGLE CLIFF PARK PLAYGROUND PROJECT AND FINAL PAYMENT OF \$200,000. (WARD 7)

BACKGROUND:

On February 24, 2026, the City Council approved RFP 2526-18 for the Eagle Cliff Park Playground Project. This project was funded through the NORMAN FORWARD Neighborhood Park Improvements Program. The project scope included replacing two old, separate playgrounds with one large new play area, allowing parents to stay in one location with their children while using the playground. We also recently paved the old gravel walking trail at Eagle Cliff and have added several more trees along the trail and in the wooded area in the middle of that park as part of its renovation.

All bidders were asked to maximize the stated budget, provide some shade over the new equipment, and install a synthetic turf impact-attenuating surface, as is done on all of our new neighborhood playgrounds. Other work in the park, such as upgrading park furnishings, walkways, and landscaping, would be done by others. After a review of proposals submitted by different vendors who complied with the requirements of the RFP, it was decided to award the project to PS Commercial Play LLC d/b/a Play and Park Structures in the amount of \$200,000.

DISCUSSION:

City Council approved Contract K-2526-150 to PS Commercial Play LLC d/b/a Play and Park Structures, in the total amount of \$200,000.00 for the Eagle Cliff Park Playground Project. Work began on-site once the new equipment was shipped in March 2026. No partial pay requests were submitted during this period. A single lump-sum payment will cover all costs upon completion.

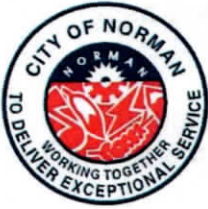
On May 26, 2026, the City of Norman Parks staff inspected the Eagle Cliff Playground Project and found it complete per specifications. Other contractors are doing concrete work, site grading, park furniture improvements, and final landscaping work at the park site.

RECOMMENDATION:

It is recommended that the City Council accept the Eagle Cliff Playground Project as complete and authorize final payment in the amount of \$200,000.00 to PS Commercial Play LLC d/b/a Play and Park Structures. Funding is available for this project in the Norman Forward Neighborhood Park Improvements Construction Account (account 519830452-46101; project NFP101--\$1,095,247).

File Attachments for Item:

36. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-192: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND CITY CARE, INC., A SERVICE AND LEASE AGREEMENT FOR THE OPERATION OF AN EMERGENCY OVERNIGHT SHELTER AND BUDGET APPROPRIATION OF FISCAL YEAR 2027 FUNDS. (WARD 4)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 6/23/26

REQUESTER: Anthony Purinton, Assistant City Attorney

PRESENTER: Anthony Purinton, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-192: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND CITY CARE, INC., A SERVICE AND LEASE AGREEMENT FOR THE OPERATION OF AN EMERGENCY OVERNIGHT SHELTER AND BUDGET APPROPRIATION OF FISCAL YEAR 2027 FUNDS. (WARD 4)

BACKGROUND:

Since October of 2022, the City has contracted with a provider to operate an emergency overnight shelter at a City-owned facility located on 109 West Gray. In January 2025, City Care Inc. took over as operator of the facility under contract K-2425-58, the term of which extended to the end of the City's fiscal year, June 30, 2025. A new contract, K-2526-192, is necessary to continue shelter operations for the 2026-2027 fiscal year.

DISCUSSION:

Overview of Contract Terms

This agreement, Contract K-2526-192, remains functionally the same as City's current contract with City Care, K-2425-128. Some of the basic provisions of the agreement are briefly summarized below:

- | | |
|---------------|--|
| Term: | The term of the agreement is for one full year, July 1, 2026, to June 30, 2027. |
| Location: | The agreement leases specific areas of the City-owned property at 109 West Gray for use as an overnight shelter. An amendment or new agreement will be necessary if the shelter operation moves to a different location. |
| Compensation: | Compensation for shelter expenses and staffing is on a reimbursement basis, subject to adequate funding appropriation by City Council. The contractor is required to provide services subject to |

and in accordance with a Program Budget, which is attached as an exhibit to the contract.

Necessary expenses for shelter operations will be reimbursed at cost, in addition to an admin fee of 12.5% of the total budget amount, paid monthly.

The Program Budget remains the same going into FYE27 – with a monthly budget of approximately \$67,437.65, for a total annual operating budget of \$809,251.77. It should also be noted that the budget is for reimbursement of expenses, meaning that actual expenses may be less than the total budget amount.

Reporting: The contract requires financial and statistical reporting on a regular basis. Additionally, the monthly reimbursement schedule will require detailed reporting on expenditures prior to payment.

Scope of services: The contractor will operate a “low-barrier” overnight shelter with a maximum of 52 beds for adults. Clients shall, either directly or through another local agency, be offered access to housing, mental health, substance abuse, and employment services. As a part of the services provided, City Care will employ “Housing Navigators” (housing case managers) who will work directly with those staying at the shelter to provide case management services. The hours of operations will be 5:00pm-7:00am, with the ability to expand hours in the event of adverse weather. On-site security will be provided during the evening.

Funding

The FYE 27 budget includes \$752,400 in funding in Professional Services – Community Intervention (10110110-44029). An additional appropriation of \$56,852 is needed.

RECOMMENDATION NO 1:

Staff presents contract K-2526-192 for City Council's consideration.

RECOMMENDATION NO 2:

Staff requests appropriation of \$56,852 from General Fund Balance (10-29000) to Professional Services – Community Intervention (10110110-44029) of Fiscal Year 2027 funds.

SERVICE AND LEASE AGREEMENT FOR THE OPERATION OF AN EMERGENCY OVERNIGHT SHELTER

THIS AGREEMENT ("Agreement") is dated this ____ day of _____ 2026 (the "Effective Date") by and between the City of Norman, Oklahoma, a municipal corporation ("City"), and City Care Inc., a not-for-profit corporation ("Contractor"). In consideration of the mutual covenants and agreements contained herein, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

Section 1: Scope of Work to be Performed by Contractor

In consideration of the payments set forth herein, Contractor shall perform services for City in accordance with the terms, conditions, and specifications set forth herein.

Contractor shall operate a low-barrier emergency shelter ("Emergency Shelter") based on a low-barrier, Housing First model that focuses on assisting unsheltered households to move to permanent housing. The program shall provide safe overnight shelter and referral to available services designed to move clients out of homelessness and into permanent housing opportunities. Contractor shall follow the minimum service and operating requirements as set out in "Exhibit A".

Section 2: Term

Subject to appropriation of sufficient funding by the Norman City Council, the term of this Agreement shall be from July 1, 2026 through June 30, 2027 ("Agreement Term"); however, prior to the end of the Agreement Term, the Parties may extend this Agreement upon mutual written agreement. This Agreement may be terminated at any point during the Terms specified in this section as provided in *Section 9: Termination*.

Section 3: Lease Agreement

3.1 Leased Premises.

City, owning certain real property located at 109 W. Gray St, Norman, Cleveland County, Oklahoma (the "Property"), leases to Contractor portions of the buildings located on the Property as more specifically shown in "Exhibit B" ("Leased Premises") for the Agreement Term stated in Section 2 of this Agreement.

3.2. Acceptance of Premises.

Contractor acknowledges that neither City nor any representative of City has made any representation or warranty with respect to the Property, the Leased Premises, or the suitability or fitness of either for any purpose.

3.3 Uses.

Contractor shall use the Leased Premises only for the purposes of operating a low-barrier emergency shelter in accordance with the terms of this Agreement, and for no other use

whatsoever. Contractor shall not do or permit anything to be done in or about the Leased Premises which will in any way interfere with the City's use of the Premises, or use or allow the Leased Premises to be used for any unlawful purpose. Contractor shall comply at its expense with all present and future laws, ordinances, and requirements of all governmental authorities that pertain to Contractor or its use of the Leased Premises.

3.4 Rent.

In consideration of the use, occupancy, and possession of the Leased Premises by Contractor, Contractor agrees to pay the City the sum of One-Dollar (\$1.00) valuable consideration, payable in advance of, or within thirty (30) days of the approval of this Agreement. The remainder of the value for the lease shall be made to City as an in-kind donation towards the program.

3.5 Maintenance.

Subject to any provisions herein to the contrary, City shall only be required to repair defects, deficiencies, deviations or failures of materials or workmanship to the extent necessary to keep the building in the same condition as it exists on the Effective Date of this Agreement. City shall not be responsible to repair any defects, deficiencies, deviations or failures of materials or workmanship that are the fault of the Contractor, its employees, agents, subcontractors or shelter clients. City may, to the extent authorized by law, withhold any payments due to Contractor pursuant to this Agreement for the purpose of set-off for any damages attributable to Contractor. Contractor shall notify City of any hazard, danger, or defect of the premises in writing immediately upon discovery. Contractor agrees to keep, repair, and maintain all plumbing units, pipes, and connections in good repair and free from obstruction.

3.6 Improvements.

Contractor may, at its sole expense, make non-permanent improvements to the Leased Premises and to make such non-structural alterations and changes in such parts thereof as Contractor shall deem expedient or necessary for its purposes, provided that Contractor has first obtained the written consent of the City Manager or designee. All fixtures, furniture (including bunk bed systems and mattresses), equipment, improvements and appurtenances ("**Leasehold Improvements**"), whether or not by or at the sole expense of Contractor, shall be and remain a part of the Leased Premises, shall be the property of City, and shall not be removed by Contractor without the written consent of the City Manager or designee. Contractor agrees, upon request of the City, to remove any Leasehold Improvements at Contractor's sole cost and expense.

3.7 Utilities

The City shall be responsible for the payment of the following utilities: electricity, water, and trash.

3.8 City's right to enter.

City reserves the right to enter and inspect the Leased Premises at any time, with or without notice to Contractor, for any reason. Both Parties shall have keys to the entrances and exits and all locking doors within the Leased Premises.

3.9 Contractor's Personal Property.

Contractor shall be responsible for all personal property, equipment or fixtures placed in or on the premises by Contractor or its agents, employees, invitees, or clients.

3.10 Asbestos.

Contractor is aware of the presence of friable asbestos in the Leased Premises. Contractor acknowledges receipt of City's Asbestos Inspection Report dated November 7, 2023. Contractor agrees to not engage in any activity that would disturb any of the friable asbestos identified the report.

Section 4: Responsibilities of Contractor

4.1 Meetings

Contractor shall meet with designated and authorized City personnel, or third parties as necessary, on all matters connected with carrying out of Contractor's services described herein. Such meetings shall be held at the request of either party.

4.2 HMIS Records and Reporting

Contractor agrees to fully participate in Service Point, Sharelink Homeless Management Information System ("HMIS"), administered by the Homeless Alliance. Participation will include entering all data elements as required by United States Department of Housing and Urban Development ("HUD") for an Emergency Solutions Grant activity and detailed in the "Data and Technical Standards Notice-OMB approved March 2010". Contractor will also attend user group meetings and share appropriate client information as identified through share agreements.

A separate project shall be set up in HMIS for the Emergency Shelter. HMIS clients utilizing shelter services shall be entered and exited from said project each day, including clients staying multiple days or who have reserved beds pursuant to Contractor's Reserved Bed Policy.

Contractor shall furnish the following reports to the City Manager's Office monthly in a PDF format, which are due prior to the 5th day of each month for the previous monthly period:

- a. [HMIS REPORT] ESG CAPER – parameters for the previous month with error rate of less than 5% in all categories
- b. [HMIS REPORT] Daily Unit Report for the previous month
- c. Monthly summary of number of individuals served
- d. Monthly summary of individuals who, on a daily basis, were turned away or denied service and the reason thereof
- e. Incident reports
- f. Housing report, containing the following information and data for each individual that reported to be housed:
 - o HMIS Number of the individual
 - o Date the individual was housed

- The number of days the client stayed at the Emergency Shelter in the one-year prior to obtaining housing and the late date the individual stayed at the Emergency Shelter
- Housing Type obtained by the individual
 - Long-term care facility or nursing home
 - Hospital or other residential non -psychiatric medical facility
 - Psychiatric hospital or other psychiatric facility
 - Substance abuse treatment facility or detox center
 - Rental by client, with RRH or equivalent subsidy, designate length of assistance (start up only, 6 month's rent, etc.)
 - Rental by client, with HCV voucher (tenant or project based)
 - Rental by Client with CoC Permanent Supportive Housing Project subsidy
 - Rental by client in public housing unit
 - Rental by client, no ongoing housing subsidy
 - Transitional housing for homeless persons (McKown Village)
 - Staying or living with friends or family, temporary tenure (e.g., room, apartment or house)
 - Staying or living with friends or family, permanent tenure
 - Owned by client, no ongoing housing subsidy
 - Other _____
- Identifying the funding source or project used to house the individual, including all start-up costs and ongoing expenses, if any.
- Identifying if the client will be obtaining follow-up or continued housing case management, and if so, identifying the agency responsible for those services.

In addition to the specific reports indicated above, Contractor shall provide any other reports deemed necessary by the City.

4.3 Staffing

Contractor shall provide adequate staffing to ensure performance of all services outlined in this Agreement and its exhibits. Contractor shall ensure that staffing levels are maintained to minimize overtime hours worked by employees and overtime should be utilized only when absolutely necessary to meet Contractor's operational needs.

4.4 Security Sub-Contractor

Contractor shall obtain a security subcontractor that is licensed as a Security Agency by the State of Oklahoma, subject to the prior approval of the selected subcontractor by City. At least one qualified security guard employed by Contractor's security subcontractor shall be on-site during all hours of operation. Contractor shall immediately notify City Manager or designee at least fourteen (14) days in advance of any change of security subcontractor. The Contractor's security subcontractor shall be responsible for providing security services as described in Exhibit A.

4.5 Required Policies and Procedures

Contractor shall, at a minimum, develop and maintain policies and procedures that address all of the following aspects of the shelter's operation:

- a. Security and safety policy;
- b. Disaster response and recovery plan, including provisions for tiered responses concomitant to the level of disaster. Plans must include provisions for evacuation, business resumption and periodic testing of procedures and emergency equipment;
- c. Storage and use of toxic substances plan;
- d. Shelters' housekeeping and maintenance functions;
- e. Pest control prevention and mitigation;
- f. Storage of personal property;
- g. Policies for Bars and bans;
- h. Development of written standards for the administration of medication or provision of access to stored medication (if applicable);
- i. Volunteer policies, for both individual and agency partner volunteers;
- j. Personnel policies, which shall include provisions relating to drug screening and background checks for employees; and
- k. Reserved bed policy.

Contractor shall provide City Manager or designee with a copy of said policies and procedures upon execution of this Agreement. Contractor shall provide all services in accordance with Contractor's adopted policies and procedures. Contractor shall review all policies and procedures relating to the shelter's operation quarterly, at minimum. Subject to review and approval by the City Manager or designee, Contractor may adopt new or amend existing policies and procedures. Contractor shall immediately provide to City Manager or designee all proposed new and/or updated policies and procedures. Within ten (10) days of receipt of Contractor's proposed policies, the City Manager or designee shall have the authority to approve or deny any or all of Contractor's proposed additions or amendments.

Section 5: Independent Contractor Status

The Contractor shall be an independent contractor for the City. Contractor agrees to conduct itself in a manner consistent with such status and further agrees that it will neither hold itself out as, nor claim to be, an officer or employee of the City by reason of this Agreement, and that it will not by reasons of this Agreement make any claim, demand, or application for any right or privilege applicable to an officer or employee of the City, including, but not limited to, workers' compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.

Section 6: Compensation

6.1 Use of Funds Generally

Contractor shall use all funds provided pursuant to this Agreement to support only the services as described within this Agreement. Contractor shall provide services in accordance with the Program Budget as approved by City and attached hereto as "Exhibit C".

6.2 Funding Subject to Appropriation

City's payment obligations under this Agreement are contingent upon sufficient allocation of funds for this purpose by City Council. If funding is withdrawn, reduced, suspended, or reallocated after the Effective Date of this Agreement and prior to normal completion, the City will notify the Contractor per Section 10.6. In such instances, the City may immediately terminate the Agreement or renegotiate the Agreement subject to those new funding limitations and conditions. If funding for this Agreement is eliminated on a temporary or permanent basis, for whatever reason, the City will not be responsible for providing any further payments to Contractor for any work performed after the receipt of the notification.

6.3 Program Budget

Contractor shall provide services in accordance with the Program Budget as approved by City and attached hereto as "Exhibit C". City shall not reimburse any expenses exceeding the total amount of funding indicated in the Program Budget. Modifications to the Program Budget increasing the compensation shall be subject to approval of the City Manager or designee and subject to sufficient appropriation of funding by City Council. Contractor may, without the need for prior approval, make modifications to the Program Budget, of not more than 10% of the total budget amount cumulatively, in order to reallocate dollar amounts from one approved budget category to another approved budget category, provided there are no changes in project scope.

6.4 Reimbursement

Subject to appropriated funding and as set forth in the terms and conditions of this Agreement, City agrees to reimburse Contractor for costs actually incurred and paid by Contractor, except for any amounts disputed by City in good faith. Contractor is prohibited from submitting requests for payment in excess of actual requirements for carrying out the Scope of Work of this Agreement. Contractor shall monitor its monthly expenses and ensure those monthly expenses do not exceed the amounts indicated in the Program Budget. City may, to the extent authorized by law, withhold payments to Contractor for the purpose of set-off until the exact amount of damages due to City from Contractor is determined.

6.5 Request for Payment

Reimbursements shall be requested on the Payment Request (invoice) Form, which is attached to this Agreement as "**Exhibit D**". The City reserves the right to amend, delete, or add to the invoice form as it deems necessary. Any revisions or changes to the invoice will be provided to the Contractor in a timely manner. On or before the 10th day of each month, Contractor shall submit an invoice for all expenditures for services and costs as outlined in this Agreement that were incurred for the previous month of service. The City shall issue payment no later than twenty-five (25) working days after the receipt of complete and accurate billing information as determined by the City.

Invoice Forms shall be accompanied by documentation to support the amount of the request for reimbursement. The City shall not release payment until the Contractor provides all required documentation identified in this Agreement, including all reports required under Section 4. Submission of incomplete or inaccurate information on an invoice may delay the reimbursement

process. Any delay in the reimbursement process resulting from incomplete or inaccurate information on an invoice will not be considered a breach of the Agreement.

6.6 Limitations on Expenditures

City shall not reimburse Contractor for expenditures incurred during the Agreement Term that are, at City's sole discretion: (i) not reasonable and necessary to carry out the Scope of Services described in Exhibit A; (ii) not eligible expenses for this Project; (iii) not documented by contracts or other evidence of liability; or (iv) not incurred in accordance with all applicable requirements for the expenditure of funds payable under this Agreement. City shall not reimburse or otherwise compensate Contractor for any expenditures incurred or services provided prior to the Agreement Term or following the expiration or termination of this Agreement. Ineligible expenditures include, but are not limited to, the following:

- a. Cost of client transportation to and from the shelter; or
- b. Overtime expenses of employees who have received regular hours working for Contractor for labor not related to this Agreement or Project. Overtime expenses of employees splitting regular hours between this Project and Contractor's other operations unrelated to this Project may only be reimbursed up to an amount deemed reasonable by City, at its sole discretion.

If funds received by Contractor were expended improperly or if funds were received for an ineligible expense, then such payments to Contractor shall be subject to recoupment by City.

If this Agreement is terminated, Contractor may not incur new obligations for the terminated portion of the Agreement after Contractor has received the notification of termination. Contractor must cancel as many outstanding obligations as possible. Costs incurred after receipt of the termination notice will be disallowed.

Section 7: Financial Accountability

7.1 Financial Management

Contractor shall maintain its fiscal books, records, documents, and other data in a manner consistent with relevant generally accepted accounting principles. Pursuant to this obligation, Contractor shall maintain an accounting system that, at a minimum:

- a. Allows Contractor to maintain their fiscal books, records, documents, and other data in a manner consistent with relevant generally accepted accounting principles
- b. Adequately and separately identifies all funding sources and all application of funds associated with providing services related to this Agreement, but not limited to, local, state, and federal grants, fees, donations, federal funds, and all other funds, public or private.
- c. Provides a means to gather fiscal data necessary to determine; a) the cost of a unit of service; b) the bid price; and c) if funds were generated in excess of allowable costs.

- d. Allows Contractor to have on file appropriate support documentation for each expenditure related to this Agreement. Examples of such documentation include but are not limited to copies of checks paid to vendors, vendor invoices, bills of lading, purchase vouchers, payrolls, bank statements and reconciliations. This obligation extends to any expenditures of Contractor relating to this Agreement, regardless of whether or not Contractor later seeks reimbursement for the expenditure.

Contractor shall administer funds received pursuant to this Agreement in accordance with all applicable local, state, and federal requirements. Contractor shall maintain detailed, itemized documentation and other necessary records of all payments and income received and expenses incurred pursuant to this Agreement. Contractor shall retain such records for at least one year beyond the expiration or termination of this Agreement.

7.2 Dedicated Bank Account

Contractor shall maintain a dedicated bank account that is used solely for Contractor's provision of services related to this Agreement. All expenditures and payments made pursuant to this Agreement shall be made from or deposited into said account, when possible.

7.3 Audit Rights

The City, or any of its duly authorized representatives, shall at all times have the right and option to monitor, inspect, audit, and review the Contractor's performance and operation of the Emergency Shelter or the service to be provided in accordance with this Agreement; and in connection therewith, the City shall have the right to inspect any and all records, books, documents, or papers of Contractor and the subcontractors of Contractor, for the purpose of making audit examinations of the Contractor's performance under this agreement. Contractor agrees to submit to and cooperate with City fully in all such efforts. Contractor also agrees to cooperate any additional risk assessment evaluation and periodic audit procedures to ensure adequate financial management of all funds. Any professional audit report conducted on behalf of the City shall be prepared by an independent third party auditor.

7.4 Improper Payments

Any item of expenditure by Contractor under the terms of this Agreement which is found by auditors, investigators, and other authorized representatives of the City, or other federal or state instrumentality to be improper, unallowable, in violation of federal or state law, or the terms of this Agreement, or involving any fraudulent, deceptive, or misleading representations or activities of Contractor, shall become Contractor's liability, and shall be paid solely by Contractor, immediately upon notification of such, from funds other than those provided by City under this Agreement or any other agreements between City and Contractor. This provision shall survive the expiration or termination of this Agreement.

Section 8: Insurance and Indemnification

8.1 Insurance Required

At all times during the Term of this Agreement, Contractor shall maintain in full force a comprehensive public liability insurance policy covering Contractor's operations, activities, and liabilities on the Premises, having singly or in combination limits not less than One Million Dollars (\$1,000,000) in the aggregate. Such policy shall name City as an additional insured under such policy and provide that cancellation will not occur without at least thirty (30) days prior written notice to City. Upon City's request, Contractor shall give City certificate of insurance evidencing that the insurance required under the Lease is in force.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the City, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

8.2 Indemnification of City

Contractor shall hold City harmless from any liability (including reimbursement of City's reasonable legal fees and all costs) for death or bodily injury to third parties, or physical damage to the property of third parties, to the extent caused by the fault of Contractor or any of Contractor's agents, servants, employees, licensees, customers, patrons, or lenders, in connection herewith. Without waiving any limitation of liability or protections afforded City under the Oklahoma Governmental Tort Claims Act, 51 O.S. §151 et seq., as now or hereafter amended, City is responsible for its own negligence and that of its employees. It is understood and agreed that Contractor shall bear the risk of loss for any personal property kept, installed, stored, or maintained in or upon the Leased Premises by Contractor. City shall not be responsible for any loss or damage to equipment owned by Contractor that might result from tornadoes, lightning, windstorms, floods, or other Acts of God or actions of parties over which City has no control. The covenants of this paragraph shall survive and be enforceable and shall continue in full force and effect for the benefit of the Parties and their respective subsequent transferees, successors, and assigns, and shall survive the termination of this Agreement, whether by expiration or otherwise.

Section 9: Termination

This Agreement may be terminated prior to the expiration period hereof by written agreement by the parties to the Agreement. Either party may unilaterally terminate the agreement for any reason, with or without cause, by giving (30) days written notice. The City may also terminate this agreement for cause or suspend this Agreement, in whole or in part, by giving ten (10) days written notice from the City to the Contractor for any of the following reasons:

- (a) Failure to perform the services or set forth in Exhibit A (scope of services) and requirements incident thereto.
- (b) Making unauthorized or improper use of funds provided under this agreement.
- (c) Submission of an application, report or other document pertaining to this Agreement containing misrepresentation of any material aspect.

(d) Breach of the any terms of this Agreement.

Contractor shall submit to City no later than thirty (30) calendar days after termination of this Agreement all financial, performance, and other reports as required by this Agreement.

Section 10: Misc. Provisions

10.1 Assignability and Subcontracting.

Contractor shall not assign or transfer this Agreement, or any interest herein, without the prior written consent of City, and consent to an assignment or sublease shall not be deemed to be consent to any subsequent assignment.

10.2 Governing Law

All matters pertaining to this agreement (including its interpretation, application, validity, performance and breach) in whatever jurisdiction action may be brought, shall be governed by, construed and enforced in accordance with the laws of the State of Oklahoma.

10.3 Compliance with Laws.

All activities of Contractor, its employees, subcontractors and/or agents will be carried out in compliance with all applicable federal, state, and local laws and regulations.

10.4 Complete Agreement.

This Agreement, along with any attachments and exhibits hereto, is the full and complete integration of the Parties' agreement with respect to the matters addressed herein, and that this Agreement supersedes any previous written or oral agreements between the Parties with respect to the matters addressed herein. Unless otherwise stated, to the extent there is any conflict between this Agreement and any other agreement (written or oral), the terms of this Agreement shall control.

10.5 Severability.

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the other provisions unenforceable, invalid or illegal.

10.6 Notices.

If either party shall desire or is required to give notice to the other, such notice shall be given in writing, via email and concurrently delivered by overnight Federal Express or priority U.S. Mail, addressed to recipient as follows:

To CITY:

City Manager's Office
Shannon Stevenson, Assistant City Manager
201 W. Gray St, Norman, OK 73069

Shannon.Stevenson@NormanOK.gov
With CC to:
Anthony.Purinton@NormanOK.gov

To CONTRACTOR:

City Care Inc.
Rachel Freeman, Chief Executive Officer
rachel@citycareokc.org
2400 Gen. Pershing Blvd, Oklahoma City, OK 73107

Changes to the above information shall be given to the other party in writing ten (10) business days before the change is effective.

10.7 Counterparts.

The Parties may execute this Agreement in two or more counterparts, which shall, in the aggregate, be deemed an original but all of which, together, shall constitute one and the same instrument. A scanned, electronic, facsimile or other copy of a party's signature shall be accepted and valid as an original.

10.8. Warranty of Authority.

The signatories to this Agreement warrant and represent that each is authorized to execute this Agreement and that their respective signatures serve to legally obligate their respective representatives, agents, successors and assigns to comply with the provisions of this Agreement.

IN WITNESS WHEREOF, THE CITY OF NORMAN and CITY CARE, INC. have executed this AGREEMENT.

DATED this ____ day of _____, 2026.

The City of Norman
(City)

Signature _____

Name _____

Title _____

Date _____

Attest:

City Clerk

City Care Inc.
(CONTRACTOR)

Signature Rachel Freeman

Name Rachel Freeman

Title CEO

Date _____

Attest:

Corporate Secretary

APPROVED as to form and legality this 17th day of June, 2026.

[Signature]
CITY ATTORNEY

Exhibit A

Program and Service Requirements

Intake and Admission

Eligibility

Shelter Clients must meet the following criteria prior to being eligible for shelter services:

- a. Must be experiencing homelessness
- b. Must be 18 years of age or older
- c. Sobriety is not required, but client must not exhibit disruptive behavior

Housing-First Model

Shelter services should reflect a housing-first model, which shall include recognition of the following principles:

- a. Access to a shelter is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or other unnecessary conditions.
- b. Support services are available but are voluntary, client-driven, individualized, and flexible.
- c. Services are informed by a harm-reduction philosophy that recognizes the realities of drug and alcohol addiction.
- d. Clients are engaged in non-judgmental communication regarding drug and alcohol use and are offered support regarding ways to minimize risky behaviors and engage in safer practices.

Intake and Exit Process

Contractor's staff shall perform the following basic functions upon client intake:

- a. Eligible clients are admitted on either a first-come, first-served basis or, if applicable, as set forth in Contractor's Reserved Bed Policy;
- b. Clients are asked questions to gather basic information to comply with HMIS data reporting standards;
- c. Clients meeting eligibility criteria admitted to the shelter are immediately checked-in to HMIS system; and
- d. Prior to closing each morning, HMIS clients who utilized shelter services shall be exited from the HMIS project, including clients staying multiple days or who have reserved beds pursuant to Contractor's Reserved Bed Policy.

Hours of operation

The shelter shall be open to the public from 5:00pm – 7:00am. Contractor may, at its discretion, adjust the opening or closing time of the shelter by a maximum of one hour in the event of dangerous or inclement weather. Dangerous or inclement weather means the following:

- a. Outside temperatures fall below 32 degrees;
- b. Outside temperatures exceed 90 degrees;
- c. Presence of excessive or hazardous snow or ice;
- d. Rain; or

- e. An active hail or tornado warning.

All other extensions or adjustments to the Hours of Operation shall be made only upon written permission from the City Manager or designee.

Client Services

Contractor shall offer clients access to the following services, either directly or through collaboration with local agencies:

- a. Housing Assistance services
- b. Mental Health and Substance Abuse Resources
- c. Employment Resources

Janitorial Services

Contractor shall ensure the Leased Premises is cleaned per the following specifications:

- a. Daily organization of personal property of shelter clients stored on-site.
- b. Daily removal of waste and refuse, and replacement of trash liners as necessary.
- c. Daily mopping and sanitation with germicidal detergent of rest rooms.
- d. Floors swept or vacuumed
- e. Hard surface floors spot mopped daily and mopped at least once per week.
- f. Daily sanitation with germicidal detergent of surfaces in all common areas.
- g. Soap and paper products furnished in all rest rooms and break rooms at all times.
- h. Interior and exterior windows washed annually.

Minimum Security and Safety Measures

Contractor shall be responsible for ensuring the safety and well-being of clients and staff during operational hours. Services of Contractor shall, at a minimum, conform to the following minimum safety guidelines.

Security and Safety Measures

Contractor or Contractor's security subcontractor shall, at a minimum, be responsible for the following security measures:

- a. **Safety Screening:** Conduct routine screening of shelter clients and their belongings to prevent prohibited items (e.g., weapons, alcohol, drugs) from entering the shelter. Subcontractor shall use metal detector equipment during this process.
- b. **Patrols and Monitoring:** Regular patrols of all areas within the shelter to deter and detect any suspicious activity.
- c. **Manage entry and exit flow.**
- d. **Incident Management:** Develop and carry out Contractor's protocols for handling incidents such as disputes, medical emergencies, or behavioral issues among shelter clients.

- e. Perimeter Security: Secure the shelter's perimeter to prevent unauthorized access and ensure the safety of residents.
- f. Daily Logs: Maintain daily logs of all incident reports.
- g. Incident reporting: Contractor's security subcontractor shall create and maintain detailed reports that document any incidents that occur. An incident is defined as any event or situation that deviates from normal shelter operations, compromises safety, requires a call for emergency services, or impacts the well-being of residents, staff, or property. Examples of incidents include, but are not limited to:
 - 1. Physical altercations or fights among residents.
 - 2. Medical emergencies.
 - 3. Threats or acts of violence.
 - 4. Property damage or theft.
 - 5. Policy violations.
 - 6. Fire alarms or other emergencies.

Incident reports shall contain, at minimum, the following information:

- 1. Date, time, and location of the incident.
- 2. HMIS number of any clients involved in the incident.
- 3. Description of what occurred, including any injuries or property damage.
- 4. All actions taken to address the incident.

Contractor shall provide City an incident report for any incident requiring a call for emergency services (e.g., fire department, police department, EMS, etc.) within twenty-four (24) hours of the incident occurring.

Fire Watch

- a. Contractor shall maintain a Fire Watch to patrol the occupied structure. Fire Watch personnel must complete Portable Fire Extinguisher training and shall be required to fulfill the following duties during times that the structure is occupied. As outlined in IFC Section 403.12.1.2, Duties of the Fire Watch are to:
 - 1. Keep diligent watch for fires, obstructions to means of egress and other hazards.
 - 2. Take prompt measures for remediation of hazards and extinguishment of fires that occur.
 - 3. Take prompt measures to assist in the evacuation of the public from the structures.
- b. In addition, Fire Watch personnel must:
 - 1. Maintain a log, indicating date and times, of completed rounds;
 - 2. Continuously patrol the facility/event to detect early signs of fire;
 - 3. Notify the occupants of the facility/event of a fire, as well as the Fire Department;
 - 4. Assist occupants with the safe evacuation from the facility/event;
 - 5. Check all exit doors, exit access and corridors at the beginning, periodically, and at the end of the occupied period for proper operation and obstructions; and
 - 6. Be familiar with the facility/event and the procedures for notification of the occupants of an emergency within the facility/event.

Prohibited Activities:

- a. Contractor shall not prepare food or meals on-site that require use of exposed heating elements, open flames, or any other method that could pose a fire hazard. If food is served

on-site, Contractor shall be responsible for ensuring compliance with any and all applicable food safety regulations.

- b. There shall be no loitering on the property during non-operating hours.
- c. Contractor shall not allow clients to access the Leased Premises without a staff member present.
- d. Possession of weapons, illegal drugs, or alcohol are strictly prohibited
- e. Use of drugs or alcohol on any part of the Property or Leased Premises is strictly prohibited

Staff and Subcontractor Safety Training

Contractor shall ensure that staff and security subcontractor obtain regular training so staff and subcontractor are equipped with the necessary skills, knowledge, and professional competencies to effectively serve clients. Contractor's employees are responsible for following Contractor's training programs. At minimum, the following training shall be mandatory:

- a. Training regarding shelter policies and procedures
- b. Fire Watch and Fire Safety Training by City of Norman Fire Department Personnel or by third-party approved by City.
- c. Basic first aid training, which shall, at minimum, include cardiopulmonary resuscitation (CPR) and opioid overdose response.

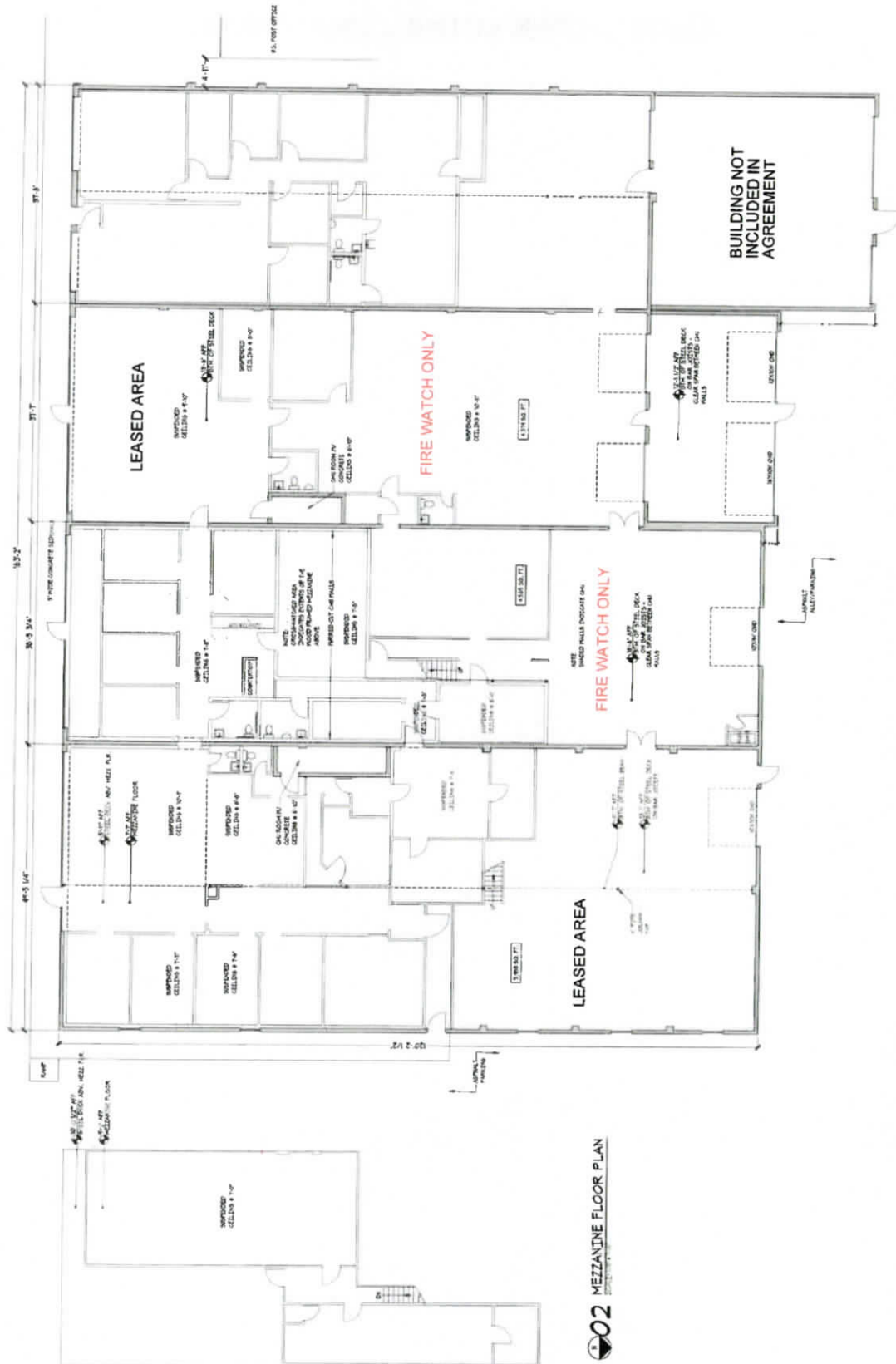
Maximum Capacity:

The maximum capacity of available beds may not exceed 52 beds, unless otherwise approved in writing by City Manager or designee and the appropriate code officials.

Exhibit B

Floorplan of Building showing Leased Premises

EXHIBIT B1



01 GROUND FLOOR PLAN
20,811 SQ. FT. TOTAL

Exhibit C
Program Budget

Exhibit C - Program Budget

Norman Shelter
July 2026 - June 2027

Personnel Expenses

Wages & Work Comp	414,748.86
Employer Taxes	32,018.39
Employee Benefits	<u>50,630.36</u>
Total Personnel Expenses	497,397.60

Operating Expenses

Technology Expense (HMIS License)	2,158.00
Exterminating	14,400.00
Janitorial Services (Building & Linens)	60,000.00
Security Systems	500.00
Program Supplies	44,329.31
Employee Apparel/Nametags	750.00
Security Contract	<u>99,800.00</u>
Total Operating Expenses	221,937.31

Administrative Fee (12.5%)	<u>89,916.84</u>
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Total Contract	809,251.75
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		Wages and Taxable Additions		
	Norman Shelter	Salary	Holiday Bonus	Wellness
Housing Navigation				
Director (25% Norman)	19,018	75,000	770	300
Navigator (50% Norman)	20,815	40,560	770	300
Navigator (50% Norman)	20,815	40,560	770	300
Homeless Services				
Chief Program Officer				
Dir Homeless Services	16,518	65,000	770	300
Norman Shelter				
Manager	53,902	52,832	770	300
Team Lead	41,630	40,560	770	300
Team Lead	41,630	40,560	770	300
Advocate	37,470	36,400	770	300
Advocate	37,470	36,400	770	300
Advocate PT	28,370	27,300	770	300
Advocate PT	28,370	27,300	770	300
Advocate PT	28,370	27,300	770	300
Advocate PT	28,370	27,300	770	300
REGULAR STAFF EXP	402,747	537,072	8,470	3,300
7.95%	32,018			
WAGES & TAXES				
	434,765			
Work Comp	12,002			
TOTAL PERSONNEL	446,767			

	Norman Shelter	Employee Benefits					
		401(k) @ 3%	Health	STD	LTD	Life	Phone Reimb
	3,759	2,250	11,667.84	354	158	126	480
	4,294	N/A	7,706	192	85	126	480
	4,903	1,217	7,706	192	85	126	480
		0	7,706	0	0	126	480
	2,676	1,950	7,706	307	137	126	480
	8,672	0	7,706	249	111	126	480
	9,123	1,014	7,706	192	85	126	N/A
	9,123	1,014	7,706	192	85	126	N/A
	8,080	0	7,706	172	76	126	N/A
	0	N/A	PT	PT	PT	PT	N/A
	0	N/A	PT	PT	PT	PT	N/A
	0	N/A	PT	PT	PT	PT	N/A
	0	N/A	PT	PT	PT	PT	N/A
	0	N/A	PT	PT	PT	PT	N/A
	50,630	7,445	73,316	1,848	822	1,134	2,880

Exhibit D
Invoice Form



Contact Person:

Service Month (due the 10th each month):

Date:

<u>Employee Name & Title</u>	<u>Rate/Hour</u>	<u>Total Regular Hours</u>	<u>Total Overtime/Holiday Hours</u>	<u>Total</u>
	\$ -			\$ -
	\$ -			\$ -
	\$ -			\$ -
	\$ -			\$ -
	\$ -			\$ -
	\$ -			\$ -
	\$ -			\$ -
	\$ -			\$ -
	\$ -			\$ -
	\$ -			\$ -
Total Wage and Benefit Expenses				\$ -

<u>Item</u>	<u>Total</u>
Technology Expense (HMIS Licensing)	\$ -
Security Systems	\$ -
Exterminating	\$ -
Janitorial Services (Building & Linens)	\$ -
Program Supplies	\$ -
Employee Apparel/Nametags	\$ -
Security Contract	\$ -
	\$ -
Total Operating Expenses	\$ -

Total Administrative Fee (Fixed amount at 12.5% of Contract Budget)	\$7,493.07
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TOTAL REIMBURSEMENT REQUEST		\$	7,493.07
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I certify, as an authorized representative of City Care Inc., the incurred costs detailed in this request for reimbursement are accurate, and correspond with the terms and conditions of the Agreement. The costs included in this request for reimbursement are allowable, eligible, paid, and have not been reimbursed by another entity.

AUTHORIZED SIGNATURE, TITLE:

DATE _____

City of Norman, OK

*Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069*



Meeting Agenda

Tuesday, July 14, 2026

6:30 PM

DIRECTOR OF PARKS AND RECREATION

City Council, Norman Utilities Authority, Norman Municipal
Authority, Norman Tax Increment Finance Authority, and Norman
Parking and Transit Authority

City Council

David Gandesbery, Ward 1, Jacy Deck, Ward 2, Robert Bruce, Ward 3, Helen
Grant, Ward 4, Trey Kirby, Ward 5, Kyle Steele, Ward 6, Kimberly Blodgett,
Ward 7, Scott Dixon, Ward 8,
Mayor Stephen Tyler Holman.

File Attachments for Item:

14. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2526-148: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PLAY BY DESIGN, INC., FOR THE SUTTON PLACE PARK PLAYGROUND PROJECT AND FINAL PAYMENT OF \$185,000.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 07/14/2026

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2526-148: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PLAY BY DESIGN, INC., FOR THE SUTTON PLACE PARK PLAYGROUND PROJECT AND FINAL PAYMENT OF \$185,000.

BACKGROUND:

On February 24, 2026, the City Council approved RFP Number 2526-18 for the Sutton Place Park Playground Project. This project was funded through the NORMAN FORWARD Neighborhood Park Improvements Program. The project scope included a proposal to provide and install a new playground to replace the old play equipment that had reached the end of its usable life.

All bidders were asked to maximize the stated budget, provide shade for the majority of the new equipment, and install a synthetic-turf impact-attenuating surface, as is done on all our new neighborhood playgrounds. Other work in the park, including new park furnishings, a half-court basketball court, a new soccer goal, and shade trees, was done by other contractors over the past few years. The playground replacement was the final piece of the park's renovation. After reviewing proposals from five vendors that met the RFP requirements, it was decided to award the project to Play by Design, Inc.

DISCUSSION:

City Council approved Contract Number K-2526-148 for the Sutton Place Park Playground Project to Play by Design, Inc., for \$185,000; and work began on-site, once the new equipment was shipped in April, 2026. Work proceeded throughout the spring, as weather allowed. No partial pay requests were submitted during this period. One lump sum payment request will cover all costs once it is complete.

On June 9, 2026, the City of Norman Parks staff inspected the Sutton Place Park Playground Project and found it complete per specifications. Other contractors were utilized for additional concrete work, site grading, park furniture improvements, and final sod work at the park site.

RECOMMENDATION:

It is recommended that the City Council accept the Sutton Place Park Playground Project as complete and authorize final payment in the amount of \$185,000 to Play by Design, Inc. Funding is available for this project in the NORMAN FORWARD Neighborhood Park Improvements Project (Account 51798830-46101; Project NFP101).

File Attachments for Item:

15. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-188: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND THE NORMAN CONVENTION AND VISITORS BUREAU, INC. TO ENCOURAGE, PROMOTE AND FOSTER THE CONVENTION AND TOURISM DEVELOPMENT OF THE CITY, AND TO PROVIDE FOR THE ADMINISTRATION OF THE TAX AND ALLOCATION OF A PORTION OF TRANSIENT GUEST ROOM TAX REVENUES COLLECTED IN NORMAN FOR SAID SERVICES.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 07/14/2026

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-188: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND THE NORMAN CONVENTION AND VISITORS BUREAU, INC. TO ENCOURAGE, PROMOTE AND FOSTER THE CONVENTION AND TOURISM DEVELOPMENT OF THE CITY, AND TO PROVIDE FOR THE ADMINISTRATION OF THE TAX AND ALLOCATION OF A PORTION OF TRANSIENT GUEST ROOM TAX REVENUES COLLECTED IN NORMAN FOR SAID SERVICES.

BACKGROUND:

An ordinance known as the "Norman Transient Guest Room Tax Ordinance" directs imposition within the City of an excise tax upon the gross proceeds derived from rents received from occupancy of hotel rooms. Section 12-521 of the Code directs that the taxes collected be set aside and used exclusively for the purpose of encouraging, promoting, and fostering the convention and tourism development of the City. Section 12-521 explicitly states that uses of the tax in parks development and in the promotion of arts and humanities are contemplated.

The Norman Convention and Visitors Bureau ("Visit Norman") was formed in 1993 for the sole purpose of promoting and fostering convention and tourism development in Norman and has operated in furtherance of this purpose since that time pursuant to a contract with the City of Norman. The allocation of Guest Room Tax proceeds have been set out by contract. Historically, the City has retained a percentage of the tax proceeds to cover administration costs, and of the remainder, 25% was allocated to Norman Arts Council ("NAC"), 25% to the Norman Parks Department, and 50% to Visit Norman.

In 2023, the voters approved an increase to the Guest Room Tax rate from 5% to 8%, with the increased portion being split by NAC and Visit Norman. Following approval of the increase in 2023, the room tax revenues, after the City's 4% administrative fee, were split with 25% of revenues being allocation to NAC, 59.375% to Visit Norman, and 15.625% to the Norman Park's Department.

An increase to the Guest Room Tax rate was approved by the voters in April 2026. After discussions with NAC, Visit Norman, and the City's Finance Department, staff recommends returning to the traditional allocation. Additional changes to the NAC contract and the Visit Norman contract ensure more consistency in reporting and process, while providing the City with additional information regarding how the tax revenues are spent.

DISCUSSION:

Substantive changes to Contract K-2526-189 are found primarily in Sections 2 and 3. Section 2 provides for quarterly reporting to the City of Visit Norman's activities. This report includes information related to performance measures of convention and sports activities, and marketing and communication activities. It also includes detailed funding efforts for tourism and promotion and provides the City with figures related to the return on investment for the expenditure of these tax dollars. Quarterly financial reports, year-end financial reports, and audited financial statements are also required. Additionally, this information will be presented annually to the Board of Parks Commissioners. This contract adds a new requirement for the annual submittal of the completed and filed Form 990 and any associated schedules to further inform an analysis of how the funds are being spent.

Section 3 updates the funding allocations and moves the City from a quarterly remittance schedule to NAC based on estimated revenue, to a monthly remittance schedule based on actual revenues received. It also sets out \$150,000 annually in Visit Norman's portion of the guest tax revenues to be retained by the City and earmarked for special events, incentives to attract conferences or events, or Norman Forward-related capital projects. Finally, the contract formally implements the City's reserve policy requiring an unappropriated operating reserve fund balance of eight percent (8%) from the tax revenues allocated to Visit Norman.

RECOMMENDATION:

Staff recommends approval of Contract K-2526-188.

AGREEMENT

THIS AGREEMENT, made on this _____ day of _____, 2026, between the City of Norman, Oklahoma, a municipal corporation (hereinafter referred to as the "City"), and the Norman Convention and Visitors Bureau, Inc., a not-for-profit corporation doing business as VisitNorman (hereinafter referred to as the "VisitNorman").

WHEREAS, an ordinance known as the "Norman Transient Guest Room Tax Ordinance" directs imposition within the City of an excise tax upon the gross proceeds derived from rents received from occupancy of hotel rooms with further direction that the taxes collected be set aside and used exclusively for purpose of encouraging promoting and fostering the convention and tourism development of the City; and

WHEREAS, City and VisitNorman agree that the promotion of arts and humanity activities are an important part of attracting tourists and conventions to the City; and

WHEREAS, the existence of adequate park facilities likewise fosters and encourages visitors to a city; and

WHEREAS, VisitNorman was formed for the sole purpose of promoting and fostering convention and tourism development in the City and as a result thereof has certain knowledge and expertise in this particular area of endeavor; and

WHEREAS, VisitNorman first contracted with the City to provide such services in 1993 and has operated since that time under an ongoing contract with the City; and

WHEREAS, the voters of Norman recently approved an increase in the Transient Guest Room Tax Rate from 8% to 10%, to be expended in furtherance of the purposes of the Ordinance and pursuant to agreements with VisitNorman and the Norman Arts Council; and

WHEREAS, it is the desire of the parties hereto that VisitNorman continue to provide such programs and services to the City as authorized in said Norman Transient Guest Room Tax Ordinance and in prior agreements VisitNorman and to utilize its facilities, employees, services and expertise as hereinafter provided.

THEREFORE, in consideration of the foregoing premises and the mutual promises, covenants and conditions herein stated, and in consideration of the mutual benefits which will accrue to each of the parties hereof, the parties hereto agree as follows:

1. Operations. VisitNorman agrees to provide a qualified and competent staff to be assigned to the solicitation of conventions and tourism business for the City and in this connection to provide all the management and administrative services necessary to present a viable promotional program including but not limited to the gathering and dissemination of information and ideas, research, promotional programs, servicing conventions including all normal convention support services and equipment, represent local business, civic and hotel interests in negotiating with associations and other convention groups to preclude unreasonable demands and assist in the development and promotion of local activities and attractions designed to enhance City's tourist desirability. This

shall include administrative tasks required for national and state grant programs such as the State's Quality Events program.

A. It is agreed that VisitNorman's operation under this Agreement shall be in accordance with the City's Code of Ordinances and applicable state law and its sole purpose shall be the promotion of convention and tourism within the City. The VisitNorman Board of Directors shall consist of a minimum of nineteen (19) voting members chosen generally from organizations and businesses within Norman that are significantly affected by convention and tourism activities in Norman. The City shall be represented on the Board as follows:

i. Two (2) Directors shall be nominated by the Mayor of the City of Norman and appointed by formal action of a majority of the City Council, and chosen generally from organizations and businesses within Norman that are significantly affected by convention and tourism activities in Norman.

ii. Two (2) Ex-Officio representatives as follows:

a) The Mayor of the City of Norman; or a City Councilmember of the City of Norman as appointed by the Mayor to serve in this role; and

b) The Director of Parks and Recreation for the City of Norman, or his or her designee;

B. VisitNorman agrees to provide consulting services to assist City in creating and procuring welcoming messages and designs for use on City's light poles, contingent on VisitNorman Board approval and appropriation of funding. Consulting services under this provision include, but are not limited to, designing and procuring decorative street pole banners for City's use on its light poles. All services provided under this section shall conform to City policies, which may be updated from time to time. Final approval of any designs generated from this agreement are subject to final and sole approval of the City Manager or his or her designee. All designs and banners produced as a result of these services shall be property of the City.

C. VisitNorman agrees to provide office space in Norman, Oklahoma, with same being used for the purpose of implementing said promotional programs as provided herein.

D. VisitNorman agrees to provide all utility services, including telephone, and to further provide all stationary, postage, materials, supplies and equipment necessary for the purpose of this Agreement.

E. VisitNorman understands and agrees that all persons working for VisitNorman under this Agreement shall be employees of VisitNorman and shall in no way be considered employees of the City. Should any liability arise under the Worker's Compensation Act of the State of Oklahoma due to injury of any employee of VisitNorman, the same shall be the sole liability of VisitNorman. VisitNorman agrees as part hereof to have in force and paid for Workers' Compensation insurance during any time that employees doing work for VisitNorman are covered by the Oklahoma Administrative Workers' Compensation Act.

- F. VisitNorman agrees to comply with all applicable competitive bidding statutes and ordinances with regard to contracts for the procurement of goods and services by VisitNorman.
- G. VisitNorman agrees to comply with the Oklahoma Open Meetings Act and Open Records Act to the extent each Act applies to private entities accepting public funding.
- H. VisitNorman agrees to prepare and submit to City for review a travel policy for all out-of-town travel by representatives of VisitNorman. Said policy shall provide in detail the amount to be paid and criteria for the reimbursement of or payment for travel expenses.

2. Reporting

- A. VisitNorman agrees to devote its best efforts to the City's interest and to endeavor in every way to make the promotion of the City as a convention and tourism center successful. VisitNorman understands and agrees that the establishment of objective criteria by which to judge VisitNorman's performance is necessary and an important part of this Agreement. As part of its reports to the City, and in any event no less than semi-annually, VisitNorman shall provide the City with the information set forth herein.
- B. VisitNorman shall provide a report to the City at least quarterly, with information that provides the City with a reasonably good understanding of the activities that VisitNorman has undertaken since the prior reporting, through efforts to encourage, promote, and foster the convention and tourism development of the City. Additionally, the VisitNorman shall present such information on an annual basis to the Norman Board of Park Commissioners. The information will provide the City with knowledge as to the VisitNorman's work in areas such as, but not limited to, the following:
 - i. Convention and Sports Activities and Performance Measures;
 - ii. Marketing and Communications Activities and Performance Measures;
 - iii. Group Tour Activities and Performance Measures;
 - iv. Funding efforts for Tourism and Promotion (such as the State of Oklahoma Quality Events program); and
 - v. The total return on investment, with such figures as may be related to visitor spending, convention sales and marketing/communications.
- C. VisitNorman shall furnish quarterly financial reports that include revenue and expense reports compared to budget and balance sheets covering the period and the year-to-date to the City. The year-end financial report submitted by VisitNorman to the City shall include an audited financial statement for the previous year. Said audited financial statement shall be furnished by VisitNorman to the City as soon as reasonably possible after the close of the previous fiscal year. These reports shall also be included in the annual report to the Norman Board of Park Commissioners.
- D. During each year of the contract, VisitNorman shall furnish to the City its completed Form 990 and any related schedules within 30 days of filing with the Internal Revenue Service.

3. Funding

- A. The parties hereto agree that of the sums collected from the Norman Transient Guest Room Tax, the City of Norman shall retain Four Percent (4%) to reimburse the City for its administrative costs involved in administering the tax and administering the contract. Of the remaining Ninety-Six Percent (96%), 50% shall be paid to VisitNorman as compensation for its services rendered during the term of the Agreement as set forth herein, less funding required to meet the unappropriated fund balance required by Section (3)(C) herein, and 25% shall be retained by the City for the Norman Parks Department.
- i. Of the 50% portion of the tax revenues allocated to VisitNorman herein, \$150,000 shall be retained by VisitNorman each year and earmarked for special events, incentives to attract conferences or events, or Norman Forward-related capital projects. This funding may be accessed by the City or VisitNorman upon approval by the City Manager or his or her designee and the Executive Director of VisitNorman, provided funds will not be available from the room tax fund until appropriated by City Council. Any unspent portion of these funds shall carry over year-to-year.
- B. The City agrees to pay to VisitNorman the funds received in monthly increments during the terms of this Agreement based on tax revenues received by the City each month. Prior to May 1 of each year, VisitNorman shall prepare and submit to the City Council a detailed plan of work and integrated budget for Ninety-Five Percent (95%) of the estimated revenues of the next fiscal year. The City Council shall annually approve the budget and scope of services for VisitNorman as part of its annual budget approval process. The City's contribution to VisitNorman's estimated revenues shall be based upon the City Manager's estimate of revenues for the given year. VisitNorman may not spend funds until both the detailed annual plan of work and integrated budget are approved by the City Council. Funds will not be available from the room tax fund until appropriated by the City Council.
- C. Consistent with City ordinance and policy, each fiscal year of this Agreement, the City shall reserve an unappropriated operating reserve fund balance of eight percent (8%) from the tax revenues allocated to VisitNorman under the provisions herein.

4. Term of Agreement

- A. The terms of this Agreement shall be for a one-year period commencing on the 1st day of July, 2026, and shall terminate on the 30th day of June, 2027, provided, however, that this Agreement shall be self-executing for each new year, subject to the appropriation of funds by City Council, unless either party hereto, at least one hundred and eighty-five (185) days prior to the renewal date, which date shall be the day, one year subsequent, as the commencement date as set forth above, gives notice of intent to terminate this Agreement, in writing, to the current operating address and Manager of the other party.
- B. In case VisitNorman herein enter into an arrangement or bankruptcy or receivership under the laws of the United States and/or any State, either voluntarily or not voluntarily, the City

may elect to declare the unexpired term of this Agreement cancelled as of the date of such event.

5. Integration. This Agreement represents the entire and integrated Agreement between the parties. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may only be changed by a written amendment executed by all parties.

6. Waiver. The Waiver by the City of any breach of any term, condition, or covenant herein contained shall not be deemed a waiver of such term, condition or covenant or any subsequent breach of the same, or any other term, condition or covenant.

7. Modification. No alteration, change or modification of the terms of this Agreement shall be valid unless made in writing and signed by all parties hereto.

8. Communications. Any communication required by this Agreement shall be made in writing to the address specified below:

VISITNORMAN: Dan Schemm, President and CEO
424 W. Main Street
Norman, Oklahoma 73069
(405) 366-8095
dan@visitnorman.com

CITY: Jason Olsen, Director of Parks and Recreation
225 N. Webster Avenue
Norman, Oklahoma 73069
(405) 366-5477
Jason.Olsen@normanok.gov

9. Severability. Any provision of this contract which is hereafter found by a court of law or otherwise to be in conflict with the laws, rules, and/or regulations of the United States, State of Oklahoma or City of Norman shall be considered null and void. Any provision rendered null and void by the operation of this provision will not invalidate the remainder of this contract to the extent the contract is capable of execution.

[Remainder of page left blank intentionally]

Contract K-2526-188

WITNESS our hands the 6th day of July, 2026, at Norman, Oklahoma.

NORMAN CONVENTION AND VISITORS' BUREAU, INC.

By:


Kyle Allison, President

ATTEST:

Corporate Secretary

APPROVED this _____ day of _____, 2026, by the Norman City Council.

Stephen T. Holman, MAYOR

ATTEST:

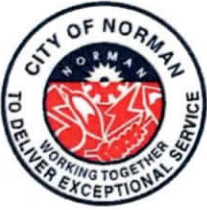
Jamie Meyer, City Clerk

APPROVED as to form and legality this 10 day of July, 2026.


CITY ATTORNEY

File Attachments for Item:

16. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-189: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND THE NORMAN ARTS COUNCIL, INC. FOR THE PROMOTION OF ARTS PROGRAMS TO ENCOURAGE, PROMOTE AND FOSTER THE CONVENTION AND TOURISM DEVELOPMENT OF THE CITY, AND TO PROVIDE FOR THE ADMINISTRATION OF THE TAX AND ALLOCATION OF A PORTION OF TRANSIENT GUEST ROOM TAX REVENUES COLLECTED IN NORMAN FOR SAID SERVICES.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 07/14/2026

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-189: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND THE NORMAN ARTS COUNCIL, INC. FOR THE PROMOTION OF ARTS PROGRAMS TO ENCOURAGE, PROMOTE AND FOSTER THE CONVENTION AND TOURISM DEVELOPMENT OF THE CITY, AND TO PROVIDE FOR THE ADMINISTRATION OF THE TAX AND ALLOCATION OF A PORTION OF TRANSIENT GUEST ROOM TAX REVENUES COLLECTED IN NORMAN FOR SAID SERVICES.

BACKGROUND:

An ordinance known as the "Norman Transient Guest Room Tax Ordinance" directs imposition within the City of an excise tax upon the gross proceeds derived from rents received from occupancy of hotel rooms. Section 12-521 of the Code directs that the taxes collected be set aside and used exclusively for the purpose of encouraging, promoting, and fostering the convention and tourism development of the City. Section 12-521 explicitly states that uses of the tax in parks development and in the promotion of arts and humanities are contemplated.

NAC was founded in 1976 to enrich the Norman community by stimulating artistic, cultural, and economic growth through the support and promotion of the arts. NAC first contracted with the City in 1989, as the Norman Arts and Humanities Council, for the administration of arts and humanities promotion within the City of Norman, including gathering and distribution of ideas, research, and information designed to educate Norman citizens, assisting with the development and promotion of local arts and humanities activities and attractions through the Transient Guest Room Tax Grants Program, and enhancing the City of Norman's desirability to participants in arts and humanities activities. NAC's exhibits, art walks, art education experiences, and festivals have drawn more than one million visitors each year to Norman. The allocation of Guest Room Tax proceeds has been set out by contract. Historically, the City has retained a percentage of the tax proceeds to cover administration costs, and of the remainder, 25% was allocated to Norman Arts Council ("NAC"), 25% to the Norman Parks Department, and 50% to Visit Norman.

In 2023, the voters approved an increase to the Guest Room Tax rate from 5% to 8%, with the increased portion being split by NAC and Visit Norman. Following approval of the increase in 2023, the room tax revenues, after the City's 4% administrative fee, were split with 25% of revenues being allocated to NAC, 59.375% to Visit Norman, and 15.625% to the Norman Park's Department.

An increase to the Guest Room Tax rate was approved by the voters in April 2026. After discussions with NAC, Visit Norman, and the City's Finance Department, the staff recommends returning to the traditional allocation. Additional changes to the NAC contract and the Visit Norman contract ensure more consistency in reporting and process, while providing the City with additional information regarding how the tax revenues are spent.

DISCUSSION:

Substantive changes to Contract K-2526-189 are found primarily in Sections 3 and 4. Section 3 provides for quarterly reporting to the City of NAC's activities. This report will now include detailed reporting related to grants provided with the funding received under this Agreement, including grant formulas, eligibility criteria, and grant recipients. Quarterly financial reports, year-end financial reports, and audited financial statements are also required. Additionally, this information will be presented annually to the Board of Parks Commissioners. This contract adds a new requirement for the annual submittal of the completed and filed Form 990 and any associated schedules to further inform an analysis of how the funds are being spent.

Section 4 updates the funding allocations and moves the City from a quarterly remittance schedule to NAC based on estimated revenue, to a monthly remittance schedule based on actual revenues received. Finally, the contract formally implements the City's reserve policy requiring an unappropriated operating reserve fund balance of eight percent (8%) from the tax revenues allocated to NAC.

RECOMMENDATION:

Staff recommends approval of Contract K-2526-189.

AGREEMENT

THIS AGREEMENT, made on this _____ day of _____, 2026, between the City of Norman, Oklahoma, a municipal corporation (hereinafter referred to as the "City"), and the Norman Arts Council, Inc., a not-for-profit corporation (hereinafter referred to as the "NAC").

WHEREAS, an ordinance known as the "Norman Transient Guest Room Tax Ordinance" directs imposition within the City of an excise tax upon the gross proceeds derived from rents received from occupancy of hotel rooms with further directions that the taxes collected be set aside and used exclusively for purpose of encouraging promoting and fostering the convention and tourism development of the City; and

WHEREAS, City and NAC agree that the promotion of arts and humanity activities are an important part of attracting tourists and conventions to the City; and

WHEREAS, the existence of adequate park facilities likewise fosters and encourages visitors to a city; and

WHEREAS, NAC was founded in 1976 to enrich the Norman community by stimulating artistic, cultural, and economic growth through the support and promotion of the arts; and

WHEREAS, NAC first contracted with the City in 1989, as the Norman Arts and Humanities Council, for the administration of arts and humanities promotion within the City of Norman, including gathering and distribution of ideas, research, and information designed to educate Norman citizens, assisting with the development and promotion of local arts and humanities activities and attractions through the Transient Guest Room Tax Grants Program, and enhancing the City of Norman's desirability to participants in arts and humanities activities; and has performed such services on behalf of the City of Norman since that time; and

WHEREAS, NAC's exhibits, art walks, art education experiences and festivals have drawn more than One Million visitors each year to Norman; and

WHEREAS, the voters of Norman recently approved an increase in the Transient Guest Room Tax Rate from 8% to 10% to be expended in furtherance of the purposes of the Norman Transient Guest Room Tax Ordinance and pursuant to agreements with Visit Norman and the Norman Arts Council; and

WHEREAS, it is the desire of the parties hereto that NAC continues to provide such programs and services to the City as authorized in said Norman Transient Guest Room Tax Ordinance and in prior agreements with NAC and to utilize its facilities, employees, services, and expertise as hereinafter provided.

THEREFORE, in consideration of the foregoing premises and the mutual promises, covenants, and conditions herein stated, and in consideration of the mutual benefits which will accrue to each of the parties hereof, the parties hereto agree as follows:

1. **Operations.** NAC agrees to provide a qualified and competent staff to be assigned to the solicitation of art pieces and acts for the City and in this connection, to provide all the management

Contract K-2526-189

and administrative services necessary to attract art pieces, art acts, art educators, to contribute for the benefit of the City, and to assist in the development and promotion of local activities and attractions designed to enhance City's tourist desirability. This shall include administrative tasks required for the 1% for Art designated for Norman Forward projects.

- A. It is agreed that NAC's operation under this Agreement shall be in accordance with the City's Code of Ordinances and applicable state law and its sole purpose shall be the promotion of art within the City. The NAC Board of Directors shall consist of a total of up to twenty five (25) voting members, and one (1) Ex-Officio member, to be made up as follows:
- i. Twenty-five (25) voting members of the Board of Directors as follows:
 - a) Nineteen (19) Directors, and six (6) officers, elected by the Board of Directors.
 - ii. One (1) Ex-Officio representative as follows:
 - a) The Director of Parks and Recreation of the City of Norman or another employee as designated by the Director of Parks and Recreation.
- B. NAC agrees to provide office space in Norman, Oklahoma, with same being used for the purpose of implementing said promotional programs as provided herein.
- C. NAC agrees to provide all utility services, including telephone, and to further provide all stationary, postage, materials, supplies and equipment necessary for the purpose of this Agreement.
- D. NAC understands and agrees that all persons working for NAC under this Agreement shall be employees of NAC and shall in no way be considered as employees of the City. Should any liability arise under the Oklahoma Administrative Workers' Compensation Act of the State of Oklahoma due to injury of any employee of NAC, the same shall be the sole liability of NAC. NAC agrees as part hereof to have in force and paid for Workers' Compensation insurance during any time that employees doing work for NAC are covered by said Oklahoma Administrative Workers' Compensation Act.
- E. NAC agrees to comply with all applicable competitive bidding statutes and ordinances with regard to contracts for the procurement of goods and services by NAC.
- F. NAC agrees to comply with the Oklahoma Open Meetings Act and Open Records Act to the extent each Act applies to private entities accepting public funding.
- G. NAC agrees to prepare and submit to Council for review a travel policy for all out-of-town travel by representatives of NAC. Said policy shall provide in detail the

amount to be paid and criteria for the reimbursement of or payment for travel expenses.

2. Public Arts Committee

A. NAC agrees to appoint a Public Arts Committee that will create and solicit public art pieces, review submissions for public art pieces, select artists, and oversee the installation of public art to create more appealing spaces in the City through public arts projects, with final approval of the public art and location of public art at sole discretion of City Manager or his designee. To ensure coordination regarding site locations for public art, the Director of Parks and Recreation of the City of Norman, or another employee as designated by the Director of Parks and Recreation shall serve on the Public Arts Committee in an ex-officio capacity.

B. Definitions:

- i. "Art, artwork, or work of art" means all forms of original creations of visual art, except for blasphemous material, as defined by 21 O.S. §901 as amended from time to time, or obscene material as defined by 21 O.S. §1024.1(C)(2), as amended from time to time, including, but not limited to:
 - a) Sculptures, in any material or combination of materials, whether in the round, bas-relief, high relief, mobile, fountain, kinetic, or electronic;
 - b) Painting, including murals and frescoes;
 - c) Mosaic;
 - d) Photography;
 - e) Fine crafts made from clay, fiber and textiles, wood, glass, metal, plastics or any other material, or any combination thereof;
 - f) Drawing;
 - g) Calligraphy;
 - h) Mixed media composed of any combination of forms or media;
 - i) Unique architectural stylings or embellishments, including architectural crafts;
 - j) Ornamental gateways; and
 - k) Restoration or renovation of existing works of art of historical significance.
- ii. "Art in public places" means any visual work of art displayed for two weeks or more in a public place.
- iii. "Artist" means a practitioner in the visual arts committed to producing high quality work, as recognized by peers and critics of the artist, on a regular basis.
- iv. "PAC" means the Public Arts Committee.

Contract K-2526-189

- v. "Maintenance" means the ongoing upkeep required for artworks to retain their structural and aesthetic integrity.
 - vi. "Public place(s)" means a site owned by the City with major public access and visibility that serves a business, social or environmental need. This includes public parks or other areas designated as public space, and the exterior or interior of any City-owned facility. Sites located on private property with access by the public or other public property not owned by the City shall only be considered "art in public places" upon approval of a contract with the owner of said property by the City.
 - vii. "Repair" means those extraordinary activities required to repair or restore a malfunctioning or damaged work of art.
- C. Funding for PAC projects shall be provided by Art in Public Places Fund, Norman Forward 1%, the Voluntary Contribution to the Public Arts utility bill program, portions of the Guest Room Tax fund allocated to the Norman Parks Department as appropriated by City Council, and any other funds intended to contribute to art in public places. Such funds shall be deposited into an account used solely for the actions of PAC.
- D. Duties and powers of the Public Arts Committee.
- i. Adopt operating procedures for the operation of the PAC.
 - ii. Prescribe methods for competitive selection of art for display, including a method for appealing the decisions of the Public Arts Committee.
 - iii. Prescribe procedures for the acquisition and display of art in public places or other locations accessible to the public.
 - iv. Solicit submissions for works of art to be displayed in public places or other locations accessible to the public.
 - v. Maintain a detailed record of all art in public places or other locations accessible to the public, including site drawings, photographs, designs, names of artists, and names of architects, where feasible, and said records shall be housed by and maintained by the NAC. The PAC shall attempt to give appropriate recognition to the artists and provide publicity and promotional materials regarding art in public places or other locations accessible to the public on the City website and with annual inserts provided in the City utility bill.
 - vi. Contract with artist (after approval by the City for the piece and location) for the donation, commission, or purchase of art, and providing for the ownership in the name and title of said art to be held by the City or by the owners of the property the art is to be located on.

- vii. Review all art submissions and make recommendations to the City regarding which pieces should be displayed by the City in a public place, as well as the location of the display of said art. Such determinations are to be made in accordance with the mission stated herein and according to the operating procedures as adopted by the PAC.
- viii. Seek community input whenever possible from those potentially affected by the placement of public art.
- ix. Employ outside consultants as necessary to assist in the mission of the PAC.
- x. Make recommendations to the City regarding the acquisition, commission, and display of public art.
- xi. Submit to the City Council, not later than March of each year, a report of its activities for the prior year.

3. Reporting

- A. NAC agrees to devote its best efforts to the City's interest and to endeavor in every way to increase the value of the City as a tourism center by attracting artworks and programs to the City. NAC understands and agrees that the establishment of objective criteria by which to judge NAC's performance is necessary and an important part of this Agreement. As part of its reports to the City, NAC shall provide the City with the information set forth herein.
- B. NAC shall provide a report to the City at least quarterly, with information that provides the City with a reasonably good understanding of the activities that NAC and the PAC have undertaken since the prior reporting through efforts to encourage, promote, and foster the arts and art programming development in the City. Additionally, the NAC shall present such information on an annual basis to the Norman Board of Parks Commissioners. The information will provide the City with knowledge as to the NAC's and PAC's work in areas such as, but not limited to, the following:
 - i. Arts acquisition activities, including those of the PAC;
 - ii. Marketing and communications activities and performance measures;
 - iii. Arts programming and education events;
 - iv. Detailed reporting of grants provided with the funding received under this Agreement, including grant formulas, eligibility criteria, and grant recipients;
 - v. Funding efforts for Tourism and Promotion (such as the 2nd Friday Norman Arts Walk program); and
 - vi. The total return on investment, with such figures as may be related to visitor spending, convention sales, and marketing/communications.

- C. NAC shall furnish quarterly financial reports that include revenue and expense reports compared to budget and balance sheets covering the period and the year-to-date to the City. The year-end financial report submitted by NAC to the City shall include an audited financial statement for the previous year. Said audited financial statement shall be furnished by NAC to the City as soon as reasonably possible after the close of the previous fiscal year. These reports shall also be included in the annual report to the Norman Board of Park Commissioners.
- D. During each year of the contract, NAC shall furnish its completed Form 990 and any related schedules within 30 days of filing with the Internal Revenue Service.

4. **Funding**

- A. The parties hereto agree that of the sums collected from the Norman Transient Guest Room Tax, the City of Norman shall retain Four Percent (4%) to reimburse the City for its administrative costs involved in administering the tax and administering the contract. Of the remaining Ninety-Six Percent (96%), 25% shall be paid to NAC as compensation for its services rendered during the term of the Agreement as set forth herein, less funding required to meet the unappropriated fund balance required by Section 4(D) herein, and 25% shall be retained by the City for the Norman Parks Department.
- B. The City agrees to remit to NAC any funds collected by the City from the Voluntary Contribution to the Public Arts utility bill program in quarterly increments during the term of this Agreement.
- C. The City agrees to pay to NAC the funds received from the Norman Transient Guest Room Tax in monthly increments during the terms of this Agreement. Prior to May 1 of each year, NAC shall prepare and submit to the City Council a detailed plan of work and integrated budget for Ninety-Five Percent (95%) of the estimated revenues of the next fiscal year. The City Council shall annually approve the budget and scope of services for NAC as part of its annual budget approval process. The City's contribution to NAC's estimated revenues shall be based upon the City Manager's estimate of revenues for the given year. NAC may not spend funds until both the detailed annual plan of work and integrated budget are approved by the City Council. Funds will not be available from the room tax fund until appropriated by the City Council.
- D. Consistent with City ordinance and policy, each fiscal year of this Agreement, the City shall reserve an unappropriated operating reserve fund balance of eight percent (8%) from the tax revenues allocated to NAC under the provisions herein.

5. **Term of Agreement**

- A. The terms of this Agreement shall be for a one-year period commencing on the 1st day of July, 2026, and shall terminate on the 30th day of June, 2027, provided, however, that this Agreement shall be self-executing for each new year, subject to the appropriation of funds by City Council, unless either party hereto, at least one

hundred eighty-five (185) days prior to the renewal date, which date shall be the day, one year subsequent, as the commencement date as set forth above, gives notice of intent to terminate this Agreement, in writing, to the current operating address and Manager of the other party.

- B. In case the NAC herein enter into an arrangement or bankruptcy or receivership under the laws of the United States and/or any State, either voluntarily or not voluntarily, the City may elect to declare the unexpired term of this Agreement cancelled as of the date of such event.

6. **Integration.** This Agreement represents the entire and integrated Agreement between the parties. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may only be changed by a written amendment executed by all parties.

7. **Waiver.** The Waiver by the City of any breach of any term, condition, or covenant herein contained shall not be deemed a waiver of such term, condition or covenant or any subsequent breach of the same, or any other term, condition or covenant.

8. **Modification.** No alteration, change or modification of the terms of this Agreement shall be valid unless made in writing and signed by all parties hereto.

9. **Communications.** Any communication required by this Agreement shall be made in writing to the address specified below:

NAC: Leslie Nottingham, Executive Director
122 E. Main Street
Norman, Oklahoma 73069
(405) 360-1162
leslie@normanarts.org

CITY: Jason Olsen, Director of Parks and Recreation
225 N. Webster Avenue
Norman, Oklahoma 73069
(405) 366-5477
Jason.Olsen@normanok.gov

10. **Severability.** Any provision of this contract which is hereafter found by a court of law or otherwise to be in conflict with the laws, rules, and/or regulations of the United States, State of Oklahoma or City of Norman shall be considered null and void. Any provision rendered null and void by the operation of this provision will not invalidate the remainder of this contract to the extent the contract is capable of execution.

[Remainder of page left blank intentionally]

Contract K-2526-189

WITNESS our hands the _____ day of _____, 2026, at Norman, Oklahoma.

NORMAN ARTS COUNCIL, INC.

By: 

Bill Hickman, President

ATTEST:

Corporate Secretary

APPROVED this _____ day of _____, 2026, by the Norman City Council.

Stephen T. Holman, MAYOR

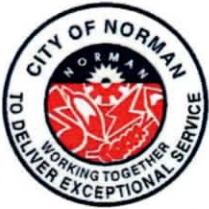
ATTEST:

Jamie Meyer, City ClerkAPPROVED as to form and legality this 10 day of July, 2026.

CITY ATTORNEY

File Attachments for Item:

17. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-194: A PURCHASE AND SALE AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, LANDMARK DEVELOPMENT GROUP, L.L.C., AND SOONER RIVER, L.L.C., FOR THE PURCHASE OF PROPERTIES, AS DESCRIBED IN THE STAFF REPORT, IN AN AMOUNT OF \$692,000; APPROPRIATION OF \$692,000 FROM THE NORMAN FORWARD FUND BALANCE; AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE ANY DOCUMENTS ON BEHALF OF THE CITY OF NORMAN TO EFFECTUATE THE AGREEMENT. (WARD 2)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 07/14/2026

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-194: A PURCHASE AND SALE AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, LANDMARK DEVELOPMENT GROUP, L.L.C., AND SOONER RIVER, L.L.C., FOR THE PURCHASE OF PROPERTIES, AS DESCRIBED IN THE STAFF REPORT, IN AN AMOUNT OF \$692,000; APPROPRIATION OF \$692,000 FROM THE NORMAN FORWARD FUND BALANCE; AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE ANY DOCUMENTS ON BEHALF OF THE CITY OF NORMAN TO EFFECTUATE THE AGREEMENT. (WARD 2)

BACKGROUND:

In October of 2015, Norman residents passed the "Norman Forward: a Norman Quality of Life" initiative, funding various projects through a ½% sales tax over fifteen years. Included in the Norman Forward Initiative was a project to design and build a Canadian River Park and Trails.

Norman Forward's Implementation Plan identifies the Canadian River Park as the final project in the Norman Forward program and one of the major citywide projects intended to expand outdoor recreation, nature-based amenities, and trail connectivity.

The future Norman Forward Canadian River Park and Trails will be a major nature-based recreation destination featuring parkland, trails, wildlife areas, and riverfront access. This is the first step in the park's development and the next steps will be to start the design and planning process, with a two-million-dollar budget and strong alignment with the City's long-range parks and trails master planning.

DISCUSSION:

Property Description

The Agreement is for three (3) unimproved, contiguous tracts of land for a total of 23.276 acres. The tracts are located at the west end of Jefferson Street, contiguous to the west of Isabella at Norman apartments and Stoneridge Apartments (Part of Government Lots 7 & 8 in

Section 2, T8N, R3W, I.M.). Photos of the subject properties are below; a photo of the total properties together is attached to this item.

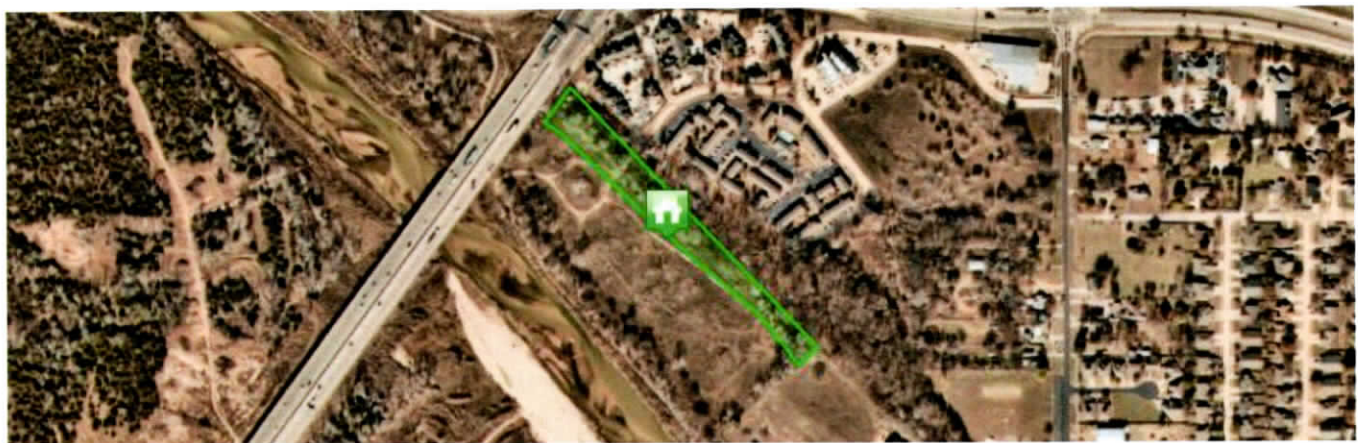
Tract 1:



Tract 2:



Tract 3:



Purchase and Sale Agreement

The City obtained an appraisal for the properties, prior to making an offer, on February 25, 2026, which determined a total price of \$692,000 for the ~23 acres of land. A conditional offer letter was sent to the property owners on April 14, 2026, for the appraised value, subject to negotiation of a purchase and sale agreement and approval by City Council. The City's conditional offer was accepted and a purchase agreement, and the purchase and sale agreement (K-2526-194) was negotiated with the sellers.

Upon approval of the agreement, the City will transfer \$10,000 to a closing company to serve as Earnest Money for the transaction, to be held in escrow and applied to the total purchase price upon closing. A sixty (60) day due diligence period will commence immediately upon Council approval, during which City staff will engage contractors and surveyors to conduct due diligence inspections to evaluate the property's suitability. The City may request to extend the due diligence period for an additional forty-five (45) days, if required.

Should any issues with the properties be identified during the due diligence period, the City may: 1) request the seller to cure, at seller's option, deficiencies identified with the properties; 2) proceed to closing with the property as is; or 3) may terminate the Agreement at any time and the earnest money will be refunded back to the City. If the seller defaults on the Agreement (i.e. the sale fails to proceed to closing due to fault of the seller), the City may demand specific performance or will be refunded the earnest money and be entitled to reasonable out-of-pocket costs related to the purchase of the properties. Closing on the property will occur within thirty (30) days of the end of the due diligence period.

RECOMMENDATION 1:

Staff recommends approval of Contract K-2526-194 to purchase the above-described properties for \$692,000.

RECOMMENDATION 2:

Staff recommends appropriation of Norman Forward Fund Balance (Account No. 51-29000) in the amount of \$692,000 to the Canadian River Park Project (NFP113-Land, Account No. 51792327-46001) to fund the purchase.

RECOMMENDATION 3:

Staff recommends authorization of the City Manager or his designee to execute any documents on behalf of the City of Norman to execute the transaction and closing.

K-2526-194

REAL ESTATE PURCHASE AGREEMENT

THIS REAL ESTATE PURCHASE AGREEMENT (the "Agreement") is made and entered into this ____ day of _____, 2026 (the "Effective Date"), by and between Landmark Development Group, LLC, an Oklahoma limited liability company, Sooner River, LLC, an Oklahoma limited liability company (the "Sellers"), and the City of Norman, Oklahoma, an Oklahoma municipal corporation (the "Buyer"), but the enforceability is subject to a condition in Recital C below (and if the condition is not satisfied on or before August 31, 2026 this Agreement will automatically terminate).

RECITALS:

A. Sellers own certain undeveloped real property described in Exhibit A hereto, which is referred to in this instrument as the "Property".

B. Sellers desire to sell and Buyer desires to purchase the Property in accordance with the terms, conditions and provisions of this Agreement.

C. Condition Precedent: This Agreement shall not be effective or binding on Buyer until such time as this Agreement is duly adopted by the Council of the City of Norman and becomes effective on the Effective Date. Upon the Effective Date, this Agreement shall be binding on Buyer and Sellers in accordance with its terms.

In consideration of the foregoing, the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

1. Purchase and Sale. Sellers agree to sell the Property to Buyer, and Buyer agrees to purchase the Property from Sellers, in accordance with the terms and provisions of this Agreement.

2. Purchase Price. The purchase price for the Property shall be Six Hundred Ninety-Two Thousand Dollars (\$692,000.00), (the "Purchase Price"). Within three (3) business days following the Effective Date, Buyer will deposit Ten Thousand Dollars (\$10,000.00) (the "Earnest Money") with Chicago Title Oklahoma, attn.: Anthony Dobey; 210 Park Avenue, Suite 210, Oklahoma City, Oklahoma 73102; Anthony.Dobey@ctt.com; (405)-847-6760 (the "Title Agent"). The balance of the Purchase Price shall be paid by Buyer to Sellers in cash at Closing (as hereafter defined). If an uncured default by Buyer occurs, the Earnest Money will be paid to Sellers as liquidated damages as set forth herein. In the event this Agreement is terminated and no Closing occurs due to an uncured default by Sellers or at Buyer's election in accordance with Section 3 or Section 5 below, or the condition precedent in Recital C above is not satisfied, the Earnest Money will be returned to Buyer.

3. Due Diligence Period. Sellers shall provide Buyer, its agents and employees, access to the Property for the purpose of conducting feasibility, adequacy of drainage, environmental, engineering and topographic studies, including inspections, surveys, test borings, soil analyses and all other studies, tests, inspections, analyses and surveys reasonably necessary in the opinion of Buyer to establish to Buyer's satisfaction that the Property is suitable for Buyer's intended use;

which shall be at Buyer's sole cost, expense and liability, from which Buyer, to the extent permitted by applicable law, shall indemnify and hold Sellers harmless, but such indemnity shall not extend to protect Sellers from any pre-existing liabilities for matters merely discovered by Buyer (i.e., latent environmental contamination) so long as Buyer's actions do not aggravate any pre-existing liability of Sellers. All of Buyer's obligations hereunder shall be subject to such studies, tests, inspections, analyses and surveys. Buyer shall have sixty (60) days after the Effective Date to conduct such due diligence ("Due Diligence Period"); however, Buyer may, at its option, extend the Due Diligence Period for an additional forty-five (45) days by providing written notice to the Sellers. If, during any point in the Due Diligence Period, Buyer should determine, in Buyer's reasonable, good-faith judgment, that the Property is unsuitable for whatever reason, Buyer may, at its option:

- i. Accept the condition of the Property and proceed to Closing;
- ii. Deliver written notice to Sellers specifying in reasonable detail the basis for the unsuitability of the Property and provide Sellers the opportunity to cure the matters identified by Buyer. Within ten (10) days after receipt of such notice from Buyer, Sellers shall give notice to Buyer on whether Sellers elect to cure the issues of the Property. If Sellers elect to cure, Sellers shall provide Buyer with a detailed notice on the processes, procedures and timeline of their elected curing activities. Such curing activities will be at the sole cost, expense and liability of Sellers. The cure must be completed prior to Closing and Closing will only proceed if Buyer is reasonably satisfied, in its sole discretion, that the unsuitability of the Property identified in its initial notice is properly cured. If Sellers elect not to cure, Buyer may elect any of the other options identified in this Section; or
- iii. Terminate this Agreement by notice in writing to Sellers, in which event after the return of the Earnest Money to Buyer, neither party shall have any further obligations to the other hereunder.

4. Title Insurance. Sellers will circulate a commitment for an owner's policy of title insurance issued by Title Agent covering the Property, updated and certified through the date of delivery to Buyer ("Title Commitment"). Sellers will furnish Title Commitment within twenty (20) days of the Effective Date. Sellers agree to cause any existing mortgage liens or other encumbrances against the Property to be fully released at Closing. Sellers represent and warrant that it has not created any leases with respect to the Property that remain in effect. If the title commitment shows any other third party rights or issues that materially or adversely affect title to or use of the Property, determined in Buyer's sole discretion, the parties will work together in good faith to resolve them as set forth in Section 5 below.

5. Objections to Title. Buyer shall have the opportunity to review the Title Commitment and shall give written notice of any objections to Sellers within ten (10) City business days. If no such notice is given by Buyer, Buyer will be deemed to have accepted and approved the state of title. If notice of objection is given by Buyer, Sellers shall use commercially reasonable efforts to cure the objections promptly after Sellers' receipt thereof. In the event that Sellers cannot cure such title objections and notify Buyer in writing thereof, Buyer shall have ten (10) City

business days thereafter to: (i) waive such objections and proceed with Closing, or (ii) terminate this Agreement, in which event the Earnest Money will be promptly refunded to the Buyer. If no such notice is given by Buyer, Buyer will be deemed to have elected to proceed with Closing.

6. Closing. The consummation of this sale (the "Closing") shall take place at the offices of the Title Agent on a date mutually agreed to by the parties within thirty (30) days after the end of the Due Diligence Period referenced in Section 3 above (the "Closing Date"), or on such other date or at such other location as the parties may hereafter mutually agree; provided that such Closing Date shall not occur more than thirty (30) days after the end of the Due Diligence Period. Buyer's obligation to close is subject to the satisfaction of the following conditions on the date of Closing (subject to Buyer's election to waive any such conditions): (a) the full performance by Sellers under the terms of this Agreement; (b) the issuance of the Title Policy at Closing in the form approved by Buyer during the Due Diligence Period; and (c) no material adverse change occurs with respect to the Property prior to the date of Closing in connection with any condemnation or casualty event.

7. Closing Documents. The following transactions shall take place at (or in connection with) Closing:

(a) Deed. A Warranty Deed covering the Property shall be properly executed and delivered by Sellers to Buyer.

(b) Closing Statement. The parties will execute an appropriate closing statement, and Buyer shall pay to Sellers the Purchase Price in accordance with Section 2 of this Agreement.

(c) Final Inspection. Buyer will complete its final inspections as contemplated by Section 3 above, in order to confirm that the condition of the Property as of the date of Closing has not changed and remains acceptable to the Buyer.

(d) Expenses. On the final closing statement, Buyer agrees to pay the costs associated with an updated title insurance commitment, the Title Policy and the documentary stamp taxes, and all other costs incurred by it hereunder, including inspection fees, survey costs and closing fees owed to the Title Agent in order to complete the sale.

(e) Adjustments and Prorations. All Ad Valorem Taxes accruing or assessed with respect to the Property during the calendar year of Closing shall be prorated on the basis of the calendar year of Closing between Buyer and Sellers as of the date of Closing. If the amount of such general taxes cannot be ascertained at Closing, such proration shall be on the basis of taxes assessed with respect to the previous calendar year but shall be subsequently adjusted when such determination can be made. Notwithstanding anything in this Agreement which may appear to the contrary, Sellers shall be obligated to pay all taxes and other assessments relating to any period prior to the Closing date, which obligation shall survive the Closing.

8. Default. If the sale of the Property is not consummated due to Buyer's default, then Sellers may seek specific performance of this Agreement or Sellers may terminate this Agreement and receive the Earnest Money as liquidated damages as final and exclusive liquidated damages

and not as a penalty, and Buyer shall have no further liability hereunder. If the sale of the Property is not consummated due to Sellers' default, Buyer may seek specific performance of this Agreement or terminate this Agreement and recover the Earnest Money and its out-of-pocket costs from Sellers.

9. Notices. Any notice pursuant to this Agreement shall be given in writing by a party or its legal representative by (a) personal delivery, or (b) reputable overnight delivery service with proof of delivery, or (c) electronic mail or other electronic means sent to the intended addressee at the address set forth below:

If to Buyer: Jason Olsen, Director of Parks and Recreation
225 North Webster Avenue
Norman, OK 73069
Phone: 405-366-5477
jason.olsen@normanok.gov

With a copy to: AshLynn Wilkerson, Assistant City Attorney
City of Norman, Oklahoma
201 West Gray Street
Norman, OK 73069
Phone: 405-217-7700
ashlynn.wilkerson@normanok.gov

If to Sellers: Landmark Development Group, LLC & Sooner River, LLC
Attn: Glenn A. Foster, Jr.
4410 Berry Farm Road
Norman, OK 73072
Phone: 405-641-8852
Email: drglennfoster@yahoo.com

10. Insurance. Until the date of Closing, Sellers agree to maintain the existing policies and coverages of insurance, if any, in the current amounts for the Property, the risk of loss being expressly on Sellers for any damage or loss to the Property until the Closing.

11. Entire Agreement: Amendments. This Agreement, the items incorporated herein and any addendum attached hereto or incorporated herein contain all the agreements of the parties hereto with respect to the matters contained herein; and no prior agreement or understanding pertaining to any such matter shall be effective for any purpose. No provision of this Agreement may be amended or modified in any manner whatsoever except by an agreement in writing signed by duly authorized officers or representatives of each of the parties hereto. The representations and warranties contained herein will not survive final Closing; rather, from and after closing the Sellers will have no further duties, obligations or liabilities except as specifically set forth in any documents executed and delivered by Sellers at final closing.

12. Authority: Each party hereto has the legal right, power and authority to enter into this Agreement. Each party's execution, delivery and performance of this Agreement has been

duly authorized, and no other action is requisite to the valid and binding execution, delivery and performance of this Agreement, except as expressly set forth herein

13. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.

14. Governing Law; Venue. This Agreement shall be governed and construed in accordance with the laws of the United States of America and the State of Oklahoma. The venue for any action under this Agreement shall be in the District Court of Cleveland County, Oklahoma, or the United States District Court for the Western District of Oklahoma. The parties agree to submit to the subject matter and personal jurisdiction of said court.

15. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one document. The parties agree that they may conduct the transaction by electronic means and hereby state that electronic signature is valid and shall have the same force and effect as an original signature, and email copies hereof shall be deemed to constitute duplicate original counterparts.

16. Severability: If any provision of this Agreement is determined to be unenforceable, invalid, or illegal, then the enforceability, validity, and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.

[Signatures on pages to follow]

IN WITNESS WHEREOF the SELLERS have caused this Agreement to be duly executed as of the Effective Date.

"SELLERS"

LANDMARK DEVELOPMENT GROUP, LLC

By:

Glenn A. Foster, Jr., Manager

SOONER RIVER, LLC

By its manager:
Landmark Development Group, LLC

By:

Glenn A. Foster, Jr., Manager

ACKNOWLEDGEMENT

STATE OF OKLAHOMA)

) ss.

COUNTY OF CLEVELAND)

Before me, the undersigned, a Notary Public in and for said County and State, on this 26 day of June, 2026, personally appeared Glenn A. Foster, Jr., Manager Landmark Development Group, LLC and Sooner River, LLC, both Oklahoma limited liability companies, and acknowledged to me that he executed the same as his free and voluntary act for the uses and purposes therein set forth.

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

Laura Sitton
Notary Public

My Commission Expires: January 9, 2027

My Commission Number: 23000364



SIGNATURE PAGE
TO
REAL ESTATE PURCHASE AGREEMENT

IN WITNESS WHEREOF, the BUYER has caused this this Agreement to be duly executed as of the Effective Date.

“BUYER”

CITY OF NORMAN, OKLAHOMA

By: _____
Stephen T. Holman, Mayor

ATTEST:

By: _____
Jamie Meyer, City Clerk

Approved as to Legality and Form this 29 day of June,
2026:

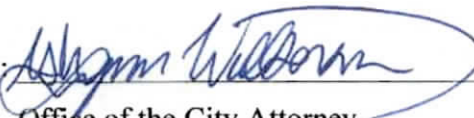
By: 
Office of the City Attorney

EXHIBIT A**TRACT 1: Landmark Development Group, LLC, 12.2209 Acre**

A tract of land being a part of Government Lots Seven (7) and Eight (8) of Section Two (2), Township Eight (8) North, Range Three (3) West of the Indian Meridian, Norman, Cleveland County, Oklahoma, being more particularly described as follows:

COMMENCING at the northeast corner of said Government Lot 8;

THENCE South 00°05'20" West (South-Record), along the east line of said Government Lot 8, a distance of 1337.89 feet;

THENCE North 89°54'41" West (West-Record) a distance of 901.56 feet to the POINT OF BEGINNING,

THENCE South 45°00'00" West a distance of 569.35 feet;

THENCE North 37°43'52" West a distance of 730.00 feet;

THENCE North 30°09'44" West a distance of 201.36 feet;

THENCE North 42°49'40" West a distance of 356.65 feet;

THENCE North 35°55'00" East a distance of 500.00 feet to the southwest corner of Block 5 of PRESIDENTIAL NO. 1 ADDITION according to the plat recorded in Book 9 of Plats, Page 55;

THENCE South 41°42'44" East a distance of 1,373.55 feet to the POINT OF BEGINNING

Said described tract of land contains 685,896 square feet or 15.7460 acres, more or less.

The bearing of South 00°05'20" West along the east line of Government Lot 8 in Section 2, Township 8 North, Range 3 West of the Indian Meridian as described in WARRANTY DEED recorded in Book 2817, Page 102 was used as the basis of bearing for this legal description.

LESS AND EXCEPT THE FOLLOWING DESCRIBED TRACT:

A tract of land being a part of Government Lots Seven (7) and Eight (8) of Section Two (2), Township Eight (8) North, Range Three (3) West of the Indian Meridian, Norman, Cleveland County, Oklahoma, being more particularly described as follows:

COMMENCING at the northeast corner of said Government Lot 8, a distance of 1337.89 feet;

THENCE South 00°05'20" West, along the east line of said Government Lot 8, a distance of 1337.89 feet,

THENCE North 89°54'41" West a distance of 901 56 feet to the POINT OF BEGINNING;

THENCE along the south line of said GRANT OF EASEMENT the following four (4) courses

- 1 North 36°22'50" West a distance of 216 54 feet,
- 2 North 46°41'31" West a distance of 522 57 feet,
- 3 North 43°29'01" West a distance of 508 94 feet,
- 4 North 54°48'01" a distance of 69 29 feet,

THENCE North 33°55'00" East a distance of 160 15 feet to the southwest corner of Block 5 of PRESIDENTIAL NO 1 ADDITION according to the plat recorded in Book 9 of Plats, Page 55,

THENCE South 41°42'44" a distance of 1,373 55 feet to the POINT OF BEGINNING

Said described tract of land contains 153,552 square feet or 3.5251 acres, more or less

The bearing of South 00°05'20" West along the east line of Government Lot 8 in Section 2, Township 8 North, Range 3 West of the Indian Meridian as described in WARRANTY DEED recorded in Book 2817, Page 102 was used as the basis of bearing for this legal description.

TRACT 2: Landmark Development Group, LLC, 7.53 Acre

Part of Government Lots 7 and 8 of Section 2, Township 8 North, Range 3 West of the Indian Meridian, Cleveland County, Oklahoma, more particularly described as follows:

2-8-3W 7.53 AC PRT GOV'T LOTS 7-8 SE/4 BEG 1337.89'S AND
 W901.56'NE/C S45D W569.35' N37D W730' N30D W201.36' N42D W356.72'
 N33D E500' S52D E879.26' S41D E197.64' N48D E211.87' C/R (R=452.68")
 CB N55D E106.45' S76D W51.39' S23D E84.73' E105.34' S506' W241.60'
 NELY 140' POB LESS BEG 1337.89'S AND W901.56' NE/C GOVT LT 8 S45D
 W569.35' N37D W730' N30D W201.36' N42D W356.72' N33D E500' S41D
 E1373.55' POB

TRACT 3: Sooner River, LLC, 3.5251 Acre

A tract of land being a part of Governmental Lots Seven (7) and Eight (8) of Section Two (2), Township Eight (8) North, Range Three (3) West of the Indian Meridian, Norman, Cleveland County, Oklahoma, being more particularly described as follows:

COMMENCING at the northeast corner of said Government Lot 8, a distance of 1337.89 feet;

THENCE South 00°05'20" West, along the east line of said Government Lot 8, a distance of 1337 89 feet,

THENCE North 89°54'41" West a distance of 901 56 feet to the POINT OF BEGINNING;

Thence South 45°00'00" West a distance of 96 71 feet to a point on the south line of GRANT OF EASEMENT recorded in Book 549, Page 517,

THENCE along the south line of said GRANT OF EASEMENT the following four (4) courses

- 1 North 36°22'50" West a distance of 216 54 feet;
- 2 North 46°41'31" West a distance of 522 57 feet;
- 3 North 43°29'01" West a distance of 508 94 feet;
- 4 North 54°48'01" a distance of 69 29 feet;

THENCE North 33°55'00" East a distance of 160 15 feet to the southwest corner of Block 5 of PRESIDENTIAL NO 1 ADDITION according to the plat recorded in Book 9 of Plats, Page 55,

THENCE South 41°42'44" a distance of 1,373 55 feet to the POINT OF BEGINNING

Said described tract of land contains 153,552 square feet or 3.5251 acres, more or less

The bearing of South 00°05'20" West along the east line of Government Lot 8 in Section 2, Township 8 North, Range 3 West of the Indian Meridian as described in WARRANTY DEED recorded

EXHIBIT A
TO
REAL ESTATE PURCHASE AGREEMENT

EXHIBIT B

1. The execution, delivery, and performance of this Agreement by Sellers has been duly and validly authorized by all necessary action on the part of Sellers, and all required consents and approvals from third parties have been duly obtained.
2. This Agreement is a legal, valid and binding obligation of Sellers, enforceable against Sellers in accordance with its terms. There is no agreement to which Sellers are a party or, to Sellers' knowledge, that is binding on Sellers that is in conflict with this Agreement.
3. Sellers have not granted any rights or options to purchase, lease or occupy the Property to any other party that would be inconsistent with the Buyer's rights under this Agreement.
4. Sellers have no knowledge of any litigation, arbitration, or other legal or administrative suit, action, proceeding, or investigation of any kind pending or threatened against or involving the Property or any part thereof.
5. Sellers have not received any written notice that the Property is presently in violation of any environmental or other laws. Sellers are not aware of any pending zoning or other regulatory proceeding affecting the Property or adjacent properties (and agrees to cooperate with Buyer in connection with any pre-closing regulatory requests associated with the Buyer's development plan for the Property).
6. Sellers have received no notice of any pending or threatened condemnation or similar proceeding affecting the Property, or any part thereof.

Norman OK Web Map

Item 17.



6/29/2026, 10:13:39 AM

- Street Names
- Streets
- Railroad
- University Of Oklahoma Property
- Parks
- AerialPhoto2025
- Red: Band_1
- Green: Band_2
- Blue: Band_3

1:4,533

0 0.04 0.05 0.1 0.09 0.2 km
0 0.04 0.05 0.1 0.09 0.18 mi



City of Norman GIS Services, City of Norman GIS
Services Division, City of Norman

Item 2.

City of Norman, OK

*Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069*



Meeting Agenda

Tuesday, July 28, 2026

6:30 PM

DIRECTOR OF PARKS AND RECREATION

City Council, Norman Utilities Authority, Norman Municipal
Authority, Norman Tax Increment Finance Authority, and Norman
Parking and Transit Authority

City Council

David Gandesbery, Ward 1, Jacy Deck, Ward 2, Robert Bruce, Ward 3, Helen
Grant, Ward 4, Trey Kirby, Ward 5, Kyle Steele, Ward 6, Kimberly Blodgett,
Ward 7, Scott Dixon, Ward 8,
Mayor Stephen Tyler Holman.

File Attachments for Item:

1. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2627-4: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING AUGUST 7TH, 2026, AS PURPLE HEART DAY IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 07/28/26

REQUESTER: Grace Holloman

PRESENTER: Grace Holloman, Accessibility Strategist

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2627-4: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING AUGUST 7TH, 2026, AS PURPLE HEART DAY IN THE CITY OF NORMAN.

P-2627-4

A PROCLAMATION OF THE MAYOR OF THE CITY OF
NORMAN, OKLAHOMA, PROCLAIMING AUGUST 7,
2026, AS PURPLE HEART DAY IN THE CITY OF
NORMAN.

- § 1. WHEREAS, the Purple Heart is the oldest military decoration still presented to U.S. service members, first established by General George Washington in 1782 as the Badge of Military Merit and later revived as the Purple Heart in 1932 by General Douglas McArthur in honor of George Washington's bicentennial birthday; and
- § 2. WHEREAS, the Purple Heart is awarded to members of the United States Armed Forces who have been wounded or killed in combat, recognizing their bravery, sacrifice, and dedication to the ideals of freedom and democracy; and
- § 3. WHEREAS, Purple Heart Day, observed annually on August 7th, offers a solemn opportunity for all Americans to honor the courageous men and women who have received this distinction and to acknowledge the profound debt of gratitude owed to them; and
- § 4. WHEREAS, we recognize the service and sacrifice of these individuals not only on the battlefield but also in the lives they continue to lead as patriots, community leaders, and role models of resilience and courage; and
- § 5. WHEREAS, the City of Norman stands united in expressing our deepest respect and unwavering support for all Purple Heart recipients and their families.

NOW, THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

- § 6. Do hereby proclaim August 7, 2026, as Purple Heart Day in the City of Norman and encourage all citizens to honor our nation's Purple Heart recipients by recognizing their sacrifice and service to our country.

PASSED AND APPROVED this 28th day of July 2026.

Mayor, Stephen T. Holman

ATTEST:

City Clerk



File Attachments for Item:

11. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2627-26: A CONTRACT BETWEEN THE CITY OF NORMAN, THE NORMAN UTILITIES AUTHORITY, AND DR. PEPPER/SEVEN UP, INC. FOR THE PURPOSE OF ESTABLISHING A LONG-TERM TOURISM, BRANDING, AND EVENT-ACTIVATION PARTNERSHIP IN RELATION TO THE LINDSEY STREET WATER TOWER. (WARD 7)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 07/28/2026

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2627-26: A CONTRACT BETWEEN THE CITY OF NORMAN, THE NORMAN UTILITIES AUTHORITY, AND DR. PEPPER/SEVEN UP, INC. FOR THE PURPOSE OF ESTABLISHING A LONG-TERM TOURISM, BRANDING, AND EVENT-ACTIVATION PARTNERSHIP IN RELATION TO THE LINDSEY STREET WATER TOWER. (WARD 7)

BACKGROUND:

City Council has discussed the appropriate next steps for the aging Lindsey Street water tower several times over the last several years, ultimately deciding to preserve the asset and paint the water tower by awarding a bid and approving contracts and bonds for the work last Tuesday, July 21, 2026. Staff has discussed a potential opportunity to partner with a global company to provide a source of revenue to the Norman Utilities Authority to offset much of the cost to repaint the tower and create a unique opportunity for a long-term tourism, branding and event activation partnership.

DISCUSSION:

Contract K-2626-37 is an agreement with Dr. Pepper/Seven Up, Inc. ("Dr. Pepper") for the creation of a tourism attraction partnership. Under this agreement, the City/NUA will provide approved upon artwork, attached as Exhibit A to the agreement, to its contractor to be painted on the Lindsey Street water tower. The City may install a lighting package and take other action to activate the space. Any updates to the artwork during the term of the agreement will be done at Dr. Pepper's expense. The agreement allows Dr. Pepper to host one kickoff event and up to 5 annual events during the term of the agreement. The City will continue to maintain the site and the water tower under this agreement. In exchange for placement of the artwork, Dr. Pepper will pay a total fee of \$500,000 over the ten-year term. If the agreement is extended or renewed, future payments will need to be negotiated. If the agreement is not renewed, then Dr. Pepper must pay the cost for the artwork to be removed up to \$25,000. Funds received from this agreement will be deposited into revenue account Rental-Water Towers (Account No. 319-362582).

RECOMMENDATION:

Staff recommends approval of K-2627-26.

TOURISM ATTRACTION PARTNERSHIP AGREEMENT

This **TOURISM ATTRACTION PARTNERSHIP AGREEMENT** (this "Agreement") is made as of the _____ day of _____, 2026 ("Effective Date"), by and between the City of Norman, Oklahoma, a municipal corporation ("City"), the Norman Utilities Authority, an Oklahoma public trust having the City as its sole beneficiary ("NUA"), and Dr Pepper/Seven Up, Inc., a Delaware corporation authorized to conduct business in Oklahoma ("DPS"), collectively the "Parties", for the purpose of establishing a long-term tourism, branding, and event-activation partnership centered on the City-owned water tower located on the North-East corner of the parcel at 600 E. Lindsey Street in Norman, Oklahoma ("Water Tower").

RECITALS

WHEREAS, the City owns certain real property and improvements thereto at 600 E. Lindsey Street in Norman, Oklahoma; and

WHEREAS, the Water Tower has historically been held by the City for the benefit of NUA to maintain steady water pressure and provide emergency reserves; and

WHEREAS, the Water Tower ceased to be used by NUA for these purposes in 2011 due to its lack of operational effectiveness; and

WHEREAS, the Water Tower, if rehabilitated, could potentially be used by NUA in the future for the benefit of the utility system as a nonpotable water reuse storage tank; and

WHEREAS, DPS, the City and NUA are partnering to rehabilitate and use the Water Tower and create a unique tourism attraction; and

WHEREAS, it is the desire of the City and NUA to rehabilitate the Water Tower and partner with DPS to use the Water Tower as part of a unique tourism attraction.

NOW, THEREFORE, in consideration of the covenants and conditions hereinafter set forth, the City, NUA, and DPS agree as follows:

1. Purpose.

The Parties desire to collaborate to transform the Water Tower into a unique regional tourism attraction, leveraging DPS brand visibility, visitor engaged experiences, and community-oriented events, while maintaining compliance with municipal utility standards and the operational integrity of NUA and City assets.

2. Initial Refurbishment and Repainting of Water Tower.

a. *Artwork Approval.*

- i. DPS has provided the City with final production-ready artwork for the Water Tower ("Approved Artwork") and NUA has received bids for said Approved Artwork. Artwork is attached as Exhibit A.
- ii. No artwork shall be installed without DPS's express written approval. Tank lighting shall not be considered artwork.

- iii. Any specialty lighting, colored lighting, programmable lighting displays, or decorative illumination of the Water Tower requested by third party organizations or members of the public (collectively, "Specialty Lighting") shall require the prior written approval of both DPS and the City or NUA, as applicable. The Parties shall mutually agree in writing upon the design, colors, timing, duration, and operational parameters of any Specialty Lighting prior to installation or activation. For the avoidance of doubt, architectural safety lighting required for compliance with applicable building codes or safety regulations shall not be considered Specialty Lighting and shall not require DPS approval, provided that such safety lighting does not incorporate colors, patterns, or designs that could reasonably be perceived as brand messaging or promotional content.

b. *Artwork Installation.*

- i. NUA will bid the initial refurbishment and repainting of the Water Tower, and subject to the NUA's acceptance of bids, bonds and approval of a contract, will engage a contractor to complete such refurbishment and repainting of the Water Tower.
- ii. The NUA shall cause its contractor to apply the Approved Artwork to the Water Tower as part of the initial refurbishment. Approved Artwork shall be installed no later than October 15, 2026.
- iii. Installation shall comply with all applicable safety, utility, and structural standards.

c. *Placement and Visibility of Artwork.*

- i. DPS shall determine the location of the Artwork on the Water Tower to ensure maximum visibility from designated key vantage points, including stadium and recreation viewpoints.
- ii. The City shall ensure that municipal vegetation, structures, and other obstructions within its control do not obstruct the visibility of the artwork, and shall use commercially reasonable efforts to prevent third-party obstructions to visibility.

3. Maintenance Obligations.

a. *Maintenance of Artwork.*

- i. For purposes of this Section 3(a), "Vandalism" means any unauthorized alteration, defacement, or damage to the Approved Artwork or the Water Tower, including, without limitation, graffiti, unauthorized banners, paint-bombing, tagging, or other acts that materially impair the visibility, appearance, or integrity of the Approved Artwork. The City shall promptly clean or repair any Vandalism within fifteen (15) business days of discovery by the City or written notice from DPS, whichever occurs

first; provided, however, that if the cost to clean or repair such Vandalism requires competitive bidding under the Oklahoma Competitive Bidding Act, the City shall develop and publish bid specifications within fifteen (15) business days of discovery or written notice from DPS, whichever occurs first, and shall use commercially reasonable efforts to complete the remediation as promptly as practicable following award of the contract. Notwithstanding the foregoing, in no event shall any Vandalism remain unremediated for more than 60 days following the earlier of (A) the City's discovery of such Vandalism, or (B) DPS's delivery of written notice thereof to the City (such deadline, the "Outside Remediation Date"). If the City reasonably anticipates that competitive bidding requirements or other circumstances beyond the City's reasonable control will prevent remediation by the Outside Remediation Date, the City shall notify DPS in writing at least ten (10) days prior to the Outside Remediation Date, specifying the cause of the delay and the City's good-faith estimate of the completion date, and DPS may, in its reasonable discretion, grant a written extension of the Outside Remediation Date.

- ii. DPS may require repainting or artistic refreshes at any time during the term of this Agreement. Any such work shall occur at DPS's sole expense. Any modifications, replacements, or refreshed designs during the term of this Agreement shall only be implemented upon DPS's prior written approval and receipt of funding from DPS.

b. *Maintenance of Site.*

- i. NUA will maintain the structural integrity of the Water Tower during the term of this Agreement and any further extensions or renewals of this Agreement.
- ii. The City will perform routine mowing, weed control, trash removal and tree trimming of the site shown on Exhibit B (the "Site").
- iii. The NUA will maintain electrical drop, meter, and conduit infrastructure.
- iv. The City will bear, at its sole expense, all utility costs for architectural safety lighting.
- v. The City will maintain working anti-climb guards on the legs of the Water Tower and locked security gates at the base ladder as well as signage to prevent unauthorized access to the Water Tower.

The City acknowledges that DPS has no control over the physical condition or security of the Water Tower or Site and shall have no responsibility or liability for any injury, death, or property damage arising from the condition of, or access to, the Water Tower or Site, unless the condition of, or access to, the Water Tower or Site resulting in such injury, death, or property damage is a result of a DPS Event.

4. Tourism and Community Impact Events.

a. Coordination.

- i. The City and DPS will collaborate on tourism marketing strategies to promote the Water Tower attraction, including, but not limited to, the integration of the site into Norman visitor guides and digital tourism platforms and coordination with local businesses for cross-promotional opportunities.
- ii. The City will ensure the Site remains accessible during reasonable hours consistent with safety and utility limitations set forth herein and elsewhere.

b. Event Guidelines and Site Operations.

- i. DPS Event Rights:
 1. DPS may host one (1) kickoff event and up to five (5) events annually during the Term of this Agreement.
 2. DPS shall provide the City with sufficient information regarding the event for the evaluation of the need for parking, police, sanitation and street closure services at least 30 days prior to each event. Formal permit application and approval required by the City Code for Special Events is hereby waived as permitted by Section 20-3004 of the City Code for the kickoff event and the five annual events allowed during the Term of this Agreement.
 3. DPS may install temporary attractions, such as games, interactive booths, sampling stations, entertainment structures, or brand-activation installations subject to advance notice to the City and the NUA, and only in compliance with all applicable safety, zoning, and utility regulations.
 4. DPS may bring, display, distribute or sample its beverage products during DPS-hosted events.
- ii. Third-Party Events
 1. Third-party events may occur on the Site only after written approval of the City and DPS.
 2. No third party may use the Water Tower for lighting displays, color changes, or other visual activations supporting causes, organizations, or events without DPS's prior written approval, which approval may be withheld in DPS's sole discretion to protect DPS's brand integrity.
 3. No alcoholic beverage brands, energy drink brands, or other beverage brands that compete with DPS products may be displayed, advertised, or promoted on or at the Site, or be a sponsor or

participant in any event held at the Site, without DPS's prior written consent.

4. All third-party events must comply with applicable City ordinances and policies.

5. Contract Term and Financial Commitments.

- a. *Term.* The initial term of this Agreement shall be ten (10) years. The term of the Agreement may be extended by DPS upon written notice to the City and NUA 180 days prior to its expiration. If DPS desires to renew the Agreement, the parties shall negotiate in good faith to establish the appropriate fees to be paid by DPS for the renewal term.
- b. *Right of First Refusal.* If, following the expiration or earlier termination of this Agreement, the City or NUA desires to enter into a similar branding, advertising, or sponsorship arrangement with a third party regarding the Water Tower, the City shall first offer DPS the opportunity to enter into such arrangement on the same terms. DPS shall have thirty (30) days from receipt of such offer to accept or decline. If DPS declines or fails to respond within such period, the City and NUA may proceed with the third party.
- c. *End of Term Restoration.* If the Parties elect not to renew this Agreement, DPS shall pay to the City or NUA, as applicable, an end-of-lease fee (the "Restoration Fee") to cover the reasonable and documented costs of removing the Approved Artwork and any other DPS branding from the Water Tower and restoring the Water Tower to a non-branded condition substantially similar to its condition immediately prior to the initial installation of the Approved Artwork. The Restoration Fee shall not exceed \$25,000. The City or NUA shall complete the restoration work within one hundred twenty (120) days following receipt of the Restoration Fee, or as soon as reasonably practicable thereafter.
- d. *Fee.* In consideration for the commitments herein by the City and NUA, DPS agrees to pay a total fee of \$500,000 for the initial term of the Agreement in accordance with the following schedule:
 - i. \$75,000 to be invoiced January 15, 2027
 - ii. \$50,000 to be invoiced January 15, 2028
 - iii. \$50,000 to be invoiced January 15, 2029
 - iv. \$50,000 to be invoiced January 15, 2030
 - v. \$50,000 to be invoiced January 15, 2031
 - vi. \$50,000 to be invoiced January 15, 2032
 - vii. \$50,000 to be invoiced January 15, 2033
 - viii. \$50,000 to be invoiced January 15, 2034
 - ix. \$50,000 to be invoiced January 15, 2035

- x. \$25,000 to be invoiced January 15, 2036
- e. *Payment of Fee.* DPS shall pay the applicable fee net 120 days upon receipt of an invoice by the City and NUA.
- f. *Fee Abatement.* If the Approved Artwork is not installed by October 15, 2026 for any reason other than DPS's failure to timely provide Approved Artwork, or if the Artwork is materially obstructed or the Water Tower is not structurally maintained such that the Artwork is not visible to the public for a period exceeding thirty (30) consecutive days, DPS shall be entitled to a pro-rata abatement of the annual fee for each day beyond such period that the condition continues, until the condition is remedied.

6. DPS Representations and Warranties.

- a. DPS represents that it is a duly organized limited liability company and is currently in existence under the laws of the State of Delaware. DPS is authorized to conduct business in the State of Oklahoma.
- b. DPS represents that it has the full power and authority to execute this Agreement and that this Agreement shall constitute a legal, valid and binding obligation of DPS in accordance with its terms, and the consent of no other party is required for the execution and delivery of this Agreement by DPS or the consummation of the transactions contemplated hereby, subject to laws relating to bankruptcy, moratorium, insolvency, or other laws affecting creditor's rights generally and subject to general principles of equity.
- c. DPS represents that the execution and delivery of this Agreement, the consummation of the transactions contemplated herein, and the fulfillment of or compliance with the terms and conditions of this Agreement are not prevented or limited by or in conflict with, and will not result in a breach of, other provisions of its certificate of formation, operating agreement or any other agreement governing DPS or with any evidence of indebtedness, mortgages, agreements, or instruments of whatever nature to which DPS is a party or by which it may be bound, and will not constitute a default under any of the foregoing.
- d. To the knowledge of DPS, there is not currently pending any action, suit, proceeding or investigation, nor is any such action threatened in writing which, if adversely determined, would result in DPS's inability to fulfill its obligations under this Agreement.
- e. DPS further represents and warrants that it is not the subject of any pending bankruptcy, insolvency, restructuring, or similar debtor-relief proceeding, and DPS has no knowledge of any plans, intentions, or circumstances that would reasonably

be expected to result in DPS becoming the subject of any such proceeding during the term of this Agreement.

- f. DPS warrants that it has not paid or given and will not pay or give any officer, employee or agent of the City any money or other consideration for obtaining this Agreement.
- g. Neither this Agreement nor any statement or document referred to herein or delivered by DPS pursuant to this Agreement contains any statement which DPS knows to be untrue.

7. City Representations and Warranties.

- a. The City is a duly organized and validly existing Oklahoma municipal corporation under the laws of the State of Oklahoma.
- b. The City is fully empowered to enter into this Agreement and to perform the transactions contemplated thereby and generally to carry out its obligations hereunder and thereunder. The City has duly authorized its Mayor, or Vice-Mayor, in the absence of the Mayor, to execute and deliver this Agreement and all other documentation required to consummate the transaction contemplated herein on behalf of the City.
- c. The City represents that the execution and delivery of this Agreement, the consummation of the transactions contemplated herein, and the fulfillment of or compliance with the terms and conditions of this Agreement are not prevented or limited by or in conflict with, and will not result in a breach of, its trust indenture or any other agreement governing the City and will not violate any provision or constitute a default under any indenture, agreement or instrument to which the City is currently bound or by which it is affected.
- d. To the knowledge of the City, there is no action, suit, proceeding or inquiry at law or in equity pending or threatened, affecting the City wherein any unfavorable decision, ruling or finding would result in the City's inability to fulfill its obligations under this Agreement.
- e. The City represents that the Water Tower is insured under its Building and Contents insurance policy.
- f. The City maintains property insurance on the Water Tower with coverage limits of of \$1,103,336. The City shall maintain such property insurance for the term of this Agreement and any extensions, as applicable.

- g. In connection with the negotiation and performance of this Agreement, the City represents and warrants that it has complied, and covenants that it shall comply, with all applicable anti-corruption laws, rules, and regulations.

8. NUA Representations and Warranties.

- a. The NUA is a duly organized and validly existing Oklahoma public trust under the laws of the State of Oklahoma.
- b. The NUA is fully empowered to enter into this Agreement and to perform the transactions contemplated thereby and generally to carry out its obligations hereunder and thereunder. The NUA has duly authorized its Chairperson, or Vice-Chairperson, in the absence of the Chairperson, to execute and deliver this Agreement and all other documentation required to consummate the transaction contemplated herein on behalf of the NUA.
- c. The NUA represents that the execution and delivery of this Agreement, the consummation of the transactions contemplated herein, and the fulfillment of or compliance with the terms and conditions of this Agreement are not prevented or limited by or in conflict with, and will not result in a breach of, its trust indenture or any other agreement governing the NUA and will not violate any provision or constitute a default under any indenture, agreement or instrument to which the NUA is currently bound or by which it is affected.
- d. To the knowledge of the NUA, there is no action, suit, proceeding or inquiry at law or in equity pending or threatened, affecting the NUA wherein any unfavorable decision, ruling or finding would result in the NUA's inability to fulfill its obligations under this Agreement.
- e. In connection with the negotiation and performance of this Agreement, the NUA represents and warrants that it has complied, and covenants that it shall comply, with all applicable anti-corruption laws, rules, and regulations.

9. Default; Remedies.

- a. If a party fails to perform any of its obligations hereunder in compliance with this Agreement or if any certifications made pursuant to this Agreement are false in any material respect the same shall not constitute a default or breach under this Agreement unless and until the party claiming such failure (the "Complaining Party") shall give written notice demanding performance (a "Default Notice") to the party alleged to have failed to perform (the "Defaulting Party"). If the Defaulting Party fails to commence performance to the reasonable satisfaction of the Complaining Party within 30 days of the receipt by the Defaulting Party of such

Default Notice and cure such failure within 60 days after receipt of such Default Notice, such failure shall constitute an "Event of Default" under this Agreement.

- b. In the event of an Event of Default, a party hereunder may seek any remedy available and permitted under applicable law. In the Event of Default, the NUA or the City shall promptly remove the Artwork and any other associated DPS branding from the Water Tower and Site. DPS shall be liable for all costs associated with removing the Artwork and associated DPS branding. In the Event of Default by the City or NUA, the City or NUA, as applicable, shall promptly remove the Artwork and any other associated DPS branding from the Water Tower and Site at the City's or NUA's sole cost and expense. All remedies available to a party hereunder are cumulative, and may, to the extent permitted by applicable law, be exercised concurrently or separately. The exercise by a party of any one remedy will not be deemed to be an election of such remedy or to preclude the exercise of any other remedy.
10. Indemnification. Each party (the "Indemnifying Party") shall indemnify, defend, and hold harmless the other party, and its officers, directors, employees, agents, representatives, successors, and assigns, (collectively, the "Indemnified Party"), from and against any and all claims, suits, actions, causes of action, and proceedings and any and all related liabilities, losses, damages, costs, and expenses (including, but not limited to, reasonable attorneys' fees) (collectively, "Losses") asserted against or incurred by the Indemnified Party if and to the extent caused by the Indemnifying Party's material breach of any term or provision of this Addendum or the negligence or willful misconduct of the Indemnifying Party, or its employees, representatives, or contractors. If and to the extent that Losses are caused by the joint conduct of the parties, then a party's duty of indemnification shall be in proportion to that party's contribution to the cause of such Losses. Notwithstanding the foregoing, the City and NUA shall jointly and severally indemnify, defend, and hold harmless DPS and its officers, directors, employees, agents, representatives, parent companies, subsidiaries, affiliates, successors, and assigns from and against any and all claims, suits, actions, liabilities, losses, damages, costs, and expenses (including reasonable attorneys' fees) arising out of or relating to: (i) any injury to or death of any person, or damage to property, occurring on or about the Water Tower or Site, regardless of cause, except to the extent directly caused by DPS's negligence or willful misconduct; (ii) any unauthorized access to, or trespass upon, the Water Tower or Site; (iii) the physical condition, maintenance, repair, or safety of the Water Tower or Site; or (iv) any claim that the Water Tower or Site constitutes an attractive nuisance. As between DPS and the City and NUA, the City and NUA shall be solely responsible for the physical condition, maintenance, and safety of the Water Tower and Site. DPS shall have no liability to any third party for any injury, death, or property damage arising from the condition of the Water Tower or Site, access to the Water Tower or Site (whether authorized or unauthorized), or any defect, hazard, or dangerous condition on or about the Water Tower or Site unless such condition, access, defect, hazard, or dangerous condition is caused by DPS or a DPS Event.

11. Casualty. If the Water Tower or Site is damaged or destroyed by fire, storm, or other casualty ("Casualty"), the City or NUA shall promptly notify DPS in writing and provide a good-faith estimate of the restoration timeline. The City or NUA shall use commercially reasonable efforts to restore the Water Tower and Artwork to their prior condition as soon as reasonably practicable. The City shall keep DPS informed of restoration progress. Insurance proceeds for damage to the Water Tower or Artwork shall be applied first to restoration. DPS has no obligation to pay restoration costs, but if DPS chooses new artwork designs after a Casualty, DPS shall pay the additional cost above restoring the original Artwork. DPS may terminate this Agreement on thirty (30) days' notice if: (i) the Water Tower cannot reasonably be restored within one hundred eighty (180) days, (ii) restoration is not substantially complete within one hundred eighty (180) days, (iii) the cost to restore the Water Tower cannot be accomplished with available funding from insurance proceeds and/or City/NUA funds, or (iii) the Casualty occurs during the final two (2) years of the Term. Upon termination, DPS shall receive a pro-rata refund of prepaid fees for the year in which the casualty occurs and owe no further payments. If the Water Tower or Artwork is not visible to the public due to a Casualty, DPS shall receive a pro-rata fee reduction for each day of lost visibility until restoration is complete or the Agreement terminates. If this Agreement terminates under this Section, the City or NUA shall remove all DPS branding from the Water Tower and Site at its own cost within sixty (60) days, or as soon as practicable if restoration is ongoing.

12. Intellectual Property.

- a. *Ownership*. DPS is and shall remain the sole and exclusive owner of all right, title, and interest in and to the Approved Artwork, the Fansville brand, and all trademarks, service marks, trade names, logos, copyrights, trade dress, and other intellectual property rights associated therewith (collectively, "DPS IP"). Nothing in this Agreement shall be construed to transfer, assign, or convey any ownership interest in any DPS IP to the City, NUA, or any third party.
- b. *Limited License*. Subject to the terms and conditions of this Agreement, DPS hereby grants to the City and NUA a limited, non-exclusive, non-transferable, non-sublicensable, royalty-free license to display the Approved Artwork on the Water Tower and to use DPS IP solely as necessary to perform the City's and NUA's obligations under this Agreement, including integration of the Water Tower attraction into visitor guides and tourism platforms as contemplated by Section 4. Any use of DPS IP in promotional materials, press releases, or public communications shall require DPS's prior written approval, which approval shall not be unreasonably withheld.
- c. *Restrictions*. The City and NUA shall not: (i) use any DPS IP except as expressly permitted under this Agreement; (ii) register or attempt to register any DPS IP, or any mark, name, or designation confusingly similar thereto, in any jurisdiction; (iii) challenge or contest, directly or indirectly, DPS's ownership of or the validity of any DPS IP; (iv) take any action that would impair, dilute, or harm the goodwill associated with any DPS IP; or (v) use any DPS IP in any manner that suggests endorsement, sponsorship, or affiliation with any third party, product, service, cause, or organization without DPS's prior written consent.

- d. *Termination of License.* Upon expiration or earlier termination of this Agreement for any reason, all rights granted to the City and NUA with respect to DPS IP shall immediately terminate, and the City and NUA shall, at the City's or NUA's sole cost and expense: (i) immediately cease all use of DPS IP; (ii) remove all DPS IP from the Water Tower, the Site within thirty (30) days, and any promotional materials within six (6) months; and (iii) not thereafter use any DPS IP or any mark, name, or designation confusingly similar thereto for any purpose. DPS shall have no obligation to pay any costs associated with the removal of DPS IP from the Water Tower or Site upon expiration or termination of this Agreement.
- e. *Goodwill.* The City and NUA acknowledge that all goodwill arising from the use of DPS IP shall inure solely to the benefit of DPS.

13. Miscellaneous Provisions.

- a. *Entire Agreement.* This Agreement shall constitute the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements and understandings, whether oral or written, between the parties with respect to the matters contained in this Agreement.
- b. *Binding Effect.* This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, legal representatives and assigns.
- c. *Amendment.* This Agreement may be amended only by an agreement in writing and signed by the parties hereto.
- d. *Assignment.* Except as otherwise provided herein, this Agreement shall not be assignable by DPS or the City without the prior written consent of the other party, which consent may be withheld in such other party's sole and absolute discretion; provided however, DPS may assign this Agreement to (i) any of its affiliates or subsidiaries, and/or (ii) to any successor owner(s) of DPS.
- e. *Time.* Time is of the essence in the performance of and compliance with this Agreement.
- f. *Notice.* Any communication, notice or demand of any kind whatsoever which either party may be required or may desire to give to or serve upon the other shall be in writing and delivered by personal service (including express or courier service), by electronic mail (provided that any notice delivered by electronic mail, to be effective, shall also be simultaneously delivered by one of the other permitted forms of notice hereunder), by reputable and responsible overnight delivery service such as or similar to UPS or Federal Express, or by registered or certified mail, postage prepaid, return receipt requested, addressed as follows:

To City:

City of Norman
Attn: City Manager
P.O. Box 370
201 West Gray
Norman, OK 73070
Email: city_manager@normanok.gov

With a copy to:

City of Norman
Attn: City Attorney
P.O. Box 370
201 West Gray
Norman, OK 73070
Email: city_attorney@normanok.gov

To NUA:

Norman Utilities Authority
Attn: General Manager
P.O. Box 370
201 West Gray
Norman, OK 73070
Email: city_manager@normanok.gov

With a copy to:

Norman Utilities Authority
Attn: General Counsel
P.O. Box 370
201 West Gray
Norman, OK 73070
Email: city_attorney@normanok.gov

To DPS:

Dr Pepper/Seven Up, Inc.
6425 Hall of Fame Lane
Frisco, TX 75034

With a copy to
Anthony Shoemaker, General Counsel
Email: anthony.shoemaker@kdrp.com

Alana Sharenow, VP, Assistant General Counsel
Email: Alana.Sharenow@kdrp.com
Robert Stone, Senior Director – Media
Email: robert.stone@kdrp.com
Deanna Parker, Associate Manager - Media
Email: Deanna.Alonso@kdrp.com

Any such communication, notice or demand shall be deemed to have been duly given or served on the date of delivery or refusal of delivery.

- g. *Force Majeure*: Neither party shall be responsible nor liable for any delays or failures in performance from any cause beyond its reasonable control, including, but not limited to acts of God, embargoes, war, terrorist acts, acts or omissions of a third party, riots, fires, earthquakes, floods, power blackouts, strikes, or weather events.
- h. *Non-Waiver; Cumulative Remedies*. No failure on the part of any party to exercise and no delay in exercising any right hereunder shall operate as a waiver thereof, nor shall any single or partial exercise by any party of any right hereunder preclude any other or further right thereof. The remedies herein provided are cumulative and not alternative.
- i. *Severability*. If any provision of this Agreement shall be invalid or prohibited by law, such invalidity or prohibition shall be construed as if such invalid or prohibited provision had not been inserted herein and shall not affect the remainder of such provision or the remaining provisions of this Agreement.
- j. *Construction*. The parties acknowledge that the parties and their counsel have reviewed and revised this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or any exhibits or amendments hereto.
- k. *Governing Law; Venue*. It is expressly understood and agreed to by the parties that in the event of any disagreement or controversy between the parties, Oklahoma law shall be controlling. Venue for any legal proceedings for any state court proceeding arising out of or relating to this Agreement that is brought in state court shall be brought exclusively in the district courts of Cleveland County, Oklahoma. Any action or proceeding arising out of or relating to this Agreement that is brought in federal court shall be brought exclusively in the United States District Court for the Western District of Oklahoma.
- l. *Counterparts; Electronic Signatures*. This Agreement may be executed in one or more counterparts, each of which is an original, and all of which together constitute

only one agreement between the parties. Electronic signatures shall be binding as original signatures.

[SIGNATURE PAGES TO FOLLOW]

K-2627-26

Item 2.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed a
of the Effective Date.

THE CITY OF NORMAN,
a municipal corporation
("City")

By: _____
Stephen Holman, Mayor

ATTEST:

By: _____
City Clerk

ACKNOWLEDGEMENTS

STATE OF OKLAHOMA)
) SS:
COUNTY OF CLEVELAND)

The foregoing instrument was acknowledged before me this _____ day of
_____, 20, by Stephen Holman, as Mayor of the City of Norman, a municipal
corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the
date and year first above written in this Acknowledgement.

Notary Public

My Commission expires:

(Seal)

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed as of the Effective Date.

NORMAN UTILITIES AUTHORITY
a public trust
(“NUA”)

By: Stephen Holman, Chairperson

ATTEST:

By: _____
Secretary

ACKNOWLEDGEMENTS

[illegible]

The foregoing instrument was acknowledged before me this _____ day of _____, 20, by Stephen Holman, as Chairperson of the Norman Utilities Authority, a municipal corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the date and year first above written in this Acknowledgement.

Notary Public

My Commission expires:

(Seal)

K-2627-26

Item 2.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed as of the Effective Date.

Dr Pepper/Seven Up, Inc.,
a Delaware limited liability company
("DPS")

Signed by:
By: Ben Sylvan
Name: Ben Sylvan
Title: SVP, Connected Media

EXHIBIT A



EXHIBIT B



File Attachments for Item:

12. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K2627-27: BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY, THE CITY OF NORMAN, AND FRANKFURT-SHORT-BRUZA, ASSOCIATES, D/B/A FSB, FOR THE AMOUNT OF \$107,312 FOR THE DESIGN AND ENGINEERING OF THE HOMELESS SHELTER A.K.A THE NORMAN HOUSING HUB; AND BUDGET TRANSFERS. (WARD 4)



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 7/28/2026

REQUESTER: Jason Olsen, Parks and Recreation Director

PRESENTER: Jason Olsen, Parks and Recreation Director

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2627-27: BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY, THE CITY OF NORMAN, AND FRANKFURT-SHORT-BRUZA, ASSOCIATES, D/B/A FSB, FOR THE AMOUNT OF \$107,312 FOR THE DESIGN AND ENGINEERING OF THE HOMELESS SHELTER A.K.A THE NORMAN HOUSING HUB; AND BUDGET TRANSFERS. (WARD 4)

BACKGROUND:

In April of 2026, Norman voters approved a ballot initiative to allocate \$8,000,000 in bond proceeds for the design and construction of a homeless shelter. This shelter will be built just south of Food and Shelter on Reed Ave. City staff selected Frankfurt-Short-Bruza, Associates (FSB) out of Oklahoma City in late 2025 to help put together a master plan for the homeless shelter. This shelter will replace the shelter at 101 W Gray Street, which City Care currently operates.

The City of Norman is currently partnering with City Care to operate an emergency, low-barrier shelter at the corner of James Garner Avenue and West Gray Street in Norman. Prior to January 15, 2025, local non-profit Food & Shelter was contracted to manage shelter operations for the City of Norman. Prior to the Food & Shelter agreement, the City of Norman facilitated the administration and management of an emergency shelter at two locations from December 2019 to June 2022. Community discussions regarding solutions to homelessness in Norman, with City officials, community partners, and interested neighbors, began cooperatively in Spring 2020, focusing on long-term planning ideas.

In 2022, the Norman/Cleveland County Continuum of Care received a report from Homebase, which included action steps to end homelessness. The plan recognized the Housing First approach as a key guiding principle for future action. The Housing First approach centers on providing people who are experiencing homelessness with housing as quickly as possible, and then providing the services needed to maintain their housing. One of the strategies in the Homebase Plan included establishing a permanent, year-round, low-barrier, housing-focused shelter with day and night services.

DISCUSSION:

The City of Norman is entering into a contract with FSB for architectural and engineering services for the shelter, a multi-building emergency and transitional housing campus planned for the South Reed Avenue tract on Reed, south of Food and Shelter. The project is designed to provide “secure, dignified, and operationally efficient emergency and transitional housing within a cohesive, service-oriented environment.”

The agreement establishes FSB as the Architect responsible for design services. This contract only includes schematic design, with design development, construction documents, and construction administration to be included in a future contract and on the Council agenda. FSB will also provide structural, mechanical, and electrical engineering, with civil engineering provided by SMC Consulting Engineers.

The City intends to retain a Construction Manager at Risk (CMAR) under a separate agreement, consistent with the contract’s required project delivery method. The estimated construction cost for the Housing Hub is \$6,500,000.

The architectural fees in this contract only include the schematic design portion of the design (\$91,312) and additionally include a small portion of the civil engineering (\$16,000) for a total of \$107,312.

To fund this agreement, budget transfers in the amount of \$105,000 from Rock Creek Rd.: Flood Ave-Stubbsman Construction (Account 50597718-46101, Project SC0672) and \$2,312 from Sidewalk Brooks: Jenkins to Classen Construction (Account 50597712-46101, Project TC0256) into Homeless Shelter Facility Design (Account 50193365-46201, Project BG0099) are proposed.

FSB is required to maintain comprehensive insurance coverage, including \$1M general liability, \$1M automobile liability, statutory workers’ compensation, and \$6M professional liability per claim. The City is named as an additional insured on applicable policies.

FSB will coordinate closely with the CMAR throughout the design process, participate in cost estimating and GMP review, and assist with permitting and regulatory approvals. The agreement incorporates AIA General Conditions by reference and outlines responsibilities, schedule expectations, and procedures for revisions, disputes, and termination.

This contract advances the Housing Hub project into full design development, enabling the City to move toward construction of a critical facility supporting emergency shelter, transitional housing, and integrated social services for vulnerable residents.

The City Staff retains the right to issue FSB a “notice to proceed” before FSB can begin project design.

RECOMMENDATION NO. 1:

Staff recommends approval of the fund transfers outlined in the discussion.

RECOMMENDATION NO. 1:

Staff recommends approval of Contract K-2627-27, between the Norman Municipal Authority, the City of Norman, and Frankfurt-Short-Bruza, Associates. d/b/a FSB, \$107,312 for the schematic design and engineering of the Homeless Shelter A.K.A. the Norman Housing Hub and budget transfers as outlined in the report.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is entered into between The City of Norman (OWNER) and Frankfurt-Short-Bruza Associates, P.C. (FSB) for the following reasons:

1. OWNER intends to construct a shelter and resource facility (the "Project"); and,
2. OWNER requires certain professional architecture and engineering services in connection with the Project (the SERVICES); and,
3. FSB is prepared to provide the SERVICES.

In consideration of the promises contained in this AGREEMENT, OWNER and FSB agree as follows:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this AGREEMENT shall be ____ day of _____, 2026.

ARTICLE 2 - GOVERNING LAW

This AGREEMENT shall be governed by the laws of the State of Oklahoma.

ARTICLE 3 - SCOPE OF SERVICES

FSB shall provide the SERVICES described in Attachment A, Scope of Services.

ARTICLE 4 - SCHEDULE

FSB shall exercise its reasonable efforts to perform the SERVICES according to the Schedule, both of which are set forth in Attachment A.

ARTICLE 5 - COMPENSATION

OWNER shall pay FSB in accordance with the Compensation set forth in Attachment A. Invoices shall be due and payable upon receipt. OWNER shall give prompt written notice of any disputed amount and shall pay the remaining amount.

ARTICLE 6 - STANDARD OF CARE

The same degree of care, skill, and diligence shall be exercised in the performance of the SERVICES as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. No other warranty, express or implied, is included in this AGREEMENT or in any drawing, specification, report, opinion, or other instrument of service, in any form or media, produced in connection with the SERVICES.

ARTICLE 7 - INDEMNIFICATION AND LIABILITY

Indemnification. To the extent permitted by law, including the Constitution of the State of Oklahoma, the FSB and the OWNER each hereby agree to defend, indemnify, and hold harmless the other party, its officers, servants, and employees, from and against any and all liability, loss, damage, cost, and expense (including attorneys' fees and accountants' fees) caused by an error, omission, or negligent act of the indemnifying party or its subcontractors, if any, in the performance of SERVICES under this AGREEMENT. The indemnity provided by the FSB in this regard shall extend in favor of the OWNER to any and all liability, loss, damage, cost, and expense (including attorneys' fees and accountants' fees) caused by an error, omission, or negligent act of any subconsultant hired by FSB for the Project. FSB and the OWNER each agree to promptly serve notice on the other party of any

claims arising hereunder, and shall cooperate in the defense of any such claims. This indemnity is not limited except as provided by applicable Oklahoma law. The acceptance by OWNER or its representatives of any certification of insurance providing for coverage other than as required in this AGREEMENT to be furnished by FSB shall in no event be deemed a waiver of any of the provisions of this indemnity provision. None of the foregoing provisions shall deprive the OWNER of any action, right, or remedy otherwise available to the OWNER at common law.

Survival. The terms and conditions of this Article shall survive completion of the SERVICES, or any termination of this AGREEMENT.

ARTICLE 9 - INSURANCE

During the performance of the SERVICES under this AGREEMENT, FSB shall maintain the following insurance:

- a) Commercial General Liability Insurance, with a limit of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
- b) Automobile Liability Insurance, with a limit of at least \$1,000,000 per accident for bodily injury, death of any person, and property damage arising out of ownership, maintenance, and use of those motor vehicles, along with any other statutorily required automobile coverage.
- c) Workers' Compensation Insurance in accordance with statutory requirements.
- d) Employers' Liability Insurance, with a policy limit of not less than \$1,000,000 for each accident, \$1,000,000 for each employee, and a \$1,000,000 policy limit.
- e) Professional Liability Insurance, covering negligent acts, errors, and omissions in the performance of professional services with policy limits not less than \$6,000,000 per claim and not less than \$10,000,000 in the aggregate.
- f) Additional Insured Obligations. To the fullest extent permitted by law, FSB shall cause the primary and excess or umbrella policies for Commercial General Liability Insurance and Automobile Liability to include the owner as an additional insured for claims caused in whole or in part by FSB's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the OWNER'S insurance policies and shall apply to both ongoing and completed operations.

FSB shall, upon written request, furnish OWNER certificates of insurance which shall include a provision that such insurance shall not be canceled without at least thirty days' written notice to OWNER.

ARTICLE 10 - LIMITATIONS OF RESPONSIBILITY

FSB shall not be responsible for (a) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the PROJECT that are outside of FSB's reasonable control and/or Scope of Services set forth in Attachment A; (b) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to, or otherwise under the control of the FSB, to fulfill contractual responsibilities to OWNER or to comply with federal, state, or local laws, regulations, and codes; or (c) procuring permits, certificates, and licenses required for any construction unless such procurement responsibilities are specifically assigned to FSB in Attachment A, Scope of Services. In the event the OWNER requests FSB to execute any certificates or other documents, the proposed language of such certificates or documents shall be submitted to FSB for review at least 15 days prior to the requested date of execution. FSB shall not be required to execute any certificates or documents that in any way would, in FSB's sole judgment, (a) increase FSB'S legal or contractual obligations or risks beyond the terms of this agreement; (b) require knowledge, services or responsibilities beyond the scope of this AGREEMENT; or (c) result in FSB having to certify, guarantee or warrant the existence of conditions whose existence FSB cannot reasonably ascertain.

ARTICLE 11 - OPINIONS OF COST AND SCHEDULE

Because FSB has no control over the cost of labor, materials, or equipment furnished by others, or over the resources provided by others to meet project schedules, FSB's opinion of probable costs and of project schedules shall be made on the basis of experience and qualifications as a practitioner of its profession. FSB does not guarantee that proposals, bids, or actual project costs will not vary from FSB'S cost estimates or that actual schedules will not vary from the FSB'S projected schedules.

ARTICLE 12 - REUSE OF DOCUMENTS

All documents, including, but not limited to, plans, drawings, and specifications prepared by FSB as deliverables pursuant to the Scope of Services in Attachment A are instruments of service in respect to the PROJECT. They are not intended or represented to be suitable for reuse by OWNER or others on modifications or extensions of the PROJECT or on any other project. Any reuse without prior written verification or adaptation by FSB for the specific purpose intended will be at OWNER'S sole risk and without liability or legal exposure to FSB.

ARTICLE 13 - OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

Except as otherwise provided herein, documents, drawings, and specifications prepared by FSB and furnished to OWNER as part of the SERVICES shall become the property of OWNER; provided, however, that FSB shall have the unrestricted right to their use. FSB shall retain its copyright and ownership rights in its design, drawing details, specifications, databases, computer software, and other proprietary property. Intellectual property developed, utilized, or modified in the performance of the SERVICES shall remain the property of FSB.

ARTICLE 14 - TERMINATION AND SUSPENSION

This AGREEMENT may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this AGREEMENT; provided, however, the nonperforming party shall have 14 calendar days from the receipt of the termination notice to cure or to submit a plan for cure acceptable to the other party. OWNER may terminate or suspend performance of this AGREEMENT for OWNER'S convenience upon written notice to FSB. FSB shall terminate or suspend performance of the SERVICES on a schedule acceptable to OWNER, and OWNER shall pay FSB for all the SERVICES performed. Upon restart of suspended SERVICES, an equitable adjustment shall be made to FSB'S compensation and the project schedule.

ARTICLE 15 - DELAY IN PERFORMANCE

Neither OWNER nor FSB shall be considered in default of this AGREEMENT for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this AGREEMENT, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and delay in or inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either OWNER or FSB under this AGREEMENT. FSB shall be granted a reasonable extension of time for any delay in its performance caused by any such circumstances. Should such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this AGREEMENT.

ARTICLE 16 - NOTICES

Any notice required by this AGREEMENT shall be made in writing to the address specified below:

OWNER:

Jason Olsen
Director of Parks and Recreation
City of Norman
P.O. Box 370
Norman, OK 73070

FSB

Frankfurt-Short-Bruza Associates, P.C.
Shawn Lorg
Associate Principal
5801 Broadway Extension Hwy., Suite 500
Oklahoma City, OK 73118

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of OWNER and FSB.

ARTICLE 17 - DISPUTES

In the event of a dispute between OWNER and FSB arising out of or related to this AGREEMENT, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation. Should such negotiation or mediation fail to resolve the dispute, either party may pursue resolution of the dispute as allowed by applicable law and regulation. During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder.

ARTICLE 18 - EQUAL EMPLOYMENT OPPORTUNITY

FSB hereby affirms its support of affirmative action and that it abides by the provisions of the "Equal Opportunity Clause" of Section 202 of Executive Order 11246 and other applicable laws and regulations, including the City of Norman's policies and provisions. The FSB affirms its policy to recruit and hire employees without regard to race, age, color, religion, sex, sexual preference/orientation, gender identity or expression, marital status or familial status, including marriage to a person of the same sex, citizen status, national origin or ancestry, place of birth, presence of a disability or status as a Veteran of the Vietnam era or any other legally protected status. It is FSB'S policy to treat employees equally with respect to compensation, advancement, promotions, transfers and all other terms and conditions of employment. The FSB further affirms completion of applicable governmental employer information reports including the EEO-1 and VETS-1 00 reports, and maintenance of a current Affirmative Action Plan as required by Federal regulations.

ARTICLE 19 - WAIVER

A waiver by either OWNER or FSB of any breach of this AGREEMENT shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

ARTICLE 20 - SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this AGREEMENT or the occurrence of any event rendering any portion or provision of this AGREEMENT void shall in no way affect the validity or enforceability of any other portion or provision of this AGREEMENT. Any void provision shall be deemed severed from this AGREEMENT, and the balance of this AGREEMENT shall be construed and enforced as if it did not contain the particular portion or provision held to be void.

ARTICLE 21 - INTEGRATION

This AGREEMENT, including Attachment A, incorporated by this reference, represents the entire and integrated AGREEMENT between OWNER and FSB. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this AGREEMENT.

ARTICLE 22 - SUCCESSORS AND ASSIGNS

OWNER and FSB each binds itself and its successors, executors, administrators, permitted assigns, legal representatives and, in the case of a partnership, its partners, to the other party to this AGREEMENT and to the successors, executors, administrators, permitted assigns, legal representatives, and partners of such other party in respect to all provisions of this AGREEMENT.

ARTICLE 23 - ASSIGNMENT

Neither OWNER nor FSB shall assign any rights or duties under this AGREEMENT without the prior written consent of the other party; provided, however, FSB may assign its rights to payment without OWNER'S consent. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this AGREEMENT. Nothing contained in this Article shall prevent FSB from engaging independent FSBS, associates, and subcontractors to assist in the performance of the SERVICES.

ARTICLE 24 - NO THIRD PARTY RIGHTS

The SERVICES provided for in this AGREEMENT are for the sole use and benefit of OWNER and FSB. Nothing in this AGREEMENT shall be construed to give any rights or benefits to anyone other than OWNER and FSB.

ARTICLE 25 - ACKNOWLEDGEMENT

If FSB has 10 or more full-time employees during the term of this Agreement, and this Agreement has a value of one hundred thousand dollars (\$100,000) or more, FSB hereby represents, warrants, covenants to the OWNER that, in accordance with and pursuant to 21 O.S. § 1289.31 AND 74 O.S. § 12001 (i) it does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association, or is not boycotting an energy company and (ii) will not discriminate against a firearm entity or firearm trade association, or boycott an energy company, during the term of this Agreement.

[Remainder of page left blank intentionally]

IN WITNESS WHEREOF, OWNER and FSB have executed this AGREEMENT.

DATED this ____ day of _____, 2026.

The City of Norman
(OWNER)

Frankfurt-Short-Bruza Associates, P.C.
(FSB)

Signature _____

Signature  _____

Name _____

Name Shawn Lorg _____

Title _____

Title Associate Principal _____

Date _____

Date 07/24/26 _____

Attest:

City Clerk

Approved as to form and legality this ____ day of _____ 2026.

City Attorney

ATTACHMENT A



July 10, 2026

Mr. Jason Olsen
Director of Parks & Recreation
City of Norman
201 W. Gray Street
Norman, Oklahoma 73069

Re: City Care Homeless Shelter – Authorization for Schematic Design Services

Dear Mr. Olsen:

Frankfurt-Short-Bruza Associates, P.C. (FSB) is pleased to provide this proposal for architectural and engineering services for the City Care Unhoused Facility located on the South Reed Avenue Tract in Norman, Oklahoma. This proposal reflects the current concept design, site plan, and preliminary budget developed in January 2026.

This proposal has been revised to authorize only the Schematic Design phase of services for the project. The intent of this initial authorization is to allow the project team to advance the design, establish the project scope, support CMAR procurement, and validate the project scope, schedule, and budget before authorizing the remaining phases of professional services.

Upon completion and Owner acceptance of the Schematic Design phase, FSB will prepare a Contract Amendment for the remaining Design Development, Construction Documents, Bidding/Procurement Assistance, Construction Administration, and any associated consultant services. The amendment will incorporate the refined project scope, schedule, construction budget, and any adjustments resulting from the completed Schematic Design effort.

PROJECT UNDERSTANDING

The City of Norman is advancing the development of the City Care Unhoused Facility as a multi-building campus designed to provide secure, dignified, and operationally efficient emergency and transitional housing within a cohesive, service-oriented environment.

Based on the current concept design (Exhibit A), the project includes multiple buildings, associated parking, internal drives, a secured outdoor courtyard, and a designated detention area integrated into the overall site development. The site is partially impacted by a floodplain, which has been incorporated into the concept plan to maximize functional and buildable areas while maintaining compliant site design.

The project incorporates hardened weather shelter areas within the primary residential components to provide enhanced life-safety protection during severe weather events. These areas will be incorporated within the men's and women's dormitory zones and designed with reinforced construction and controlled access to serve as protected refuge spaces for occupants. These hardened areas are intended to provide

enhanced life-safety protection; however, unless otherwise directed by the Owner, they are not anticipated to meet FEMA or ICC 500 storm shelter certification requirements. The site includes a secured recreational courtyard designed to support resident wellness and outdoor activity, featuring low-maintenance field turf, picnic seating, and a designated basketball area within a controlled environment accessible to residents.

Building 1 – Emergency Shelter and Core Operations (±13,250 SF)

Building 1 serves as the primary intake, shelter, and operational hub for the campus, supporting secure intake, efficient resident services, and large-scale overnight accommodations. Dormitory areas are designed as hardened refuge spaces to provide enhanced life-safety protection during severe weather events.

Key program components include:

- Secure Check-In and Intake Suite, including controlled entry vestibule, staffed intake stations, and associated administrative support space
- Administrative and Staff Support Areas, including offices, breakroom, and distributed storage
- Men's and Women's Dormitories, designed as hardened shelter areas with direct access to appropriately sized restroom and shower facilities
- Resident Support Functions, including laundry and personal storage areas
- Community and Multi-Use Space to support dining, programming, and flexible daily operations
- Donations and Service Intake Area with controlled access for receiving and sorting
- Animal Care Facilities, including indoor kennel space and a secured exterior dog run

Building 2 – Intake, Respite Care, and Family Housing (±6,700 SF)

Building 2 supports specialized intake, short-term care, and family-oriented accommodation on a smaller-scale, controlled environment complementary to the primary shelter.

Key program components include:

- Entry and Secure Check-In, including controlled foyer, reception, and intake processing
- Respite Care Suite (10 occupants), with dedicated short-term stay space and supporting restroom and shower facilities
- Medical Support Space, including one (1) exam room for basic health services
- Support Spaces, including a laundry room and small multi-purpose room for meetings or counseling
- Family Residential Component, consisting of four (4) apartment-style units with private sleeping areas and restrooms, along with shared kitchen and living space to support semi-independent living

The project requires a collaborative and technically responsive design approach due to its multi-building configuration, secure operational requirements, and site constraints.

The updated preliminary budget indicates an estimated construction cost of \$6,087,506.50, inclusive of site development, utilities, pre-engineered building systems, and supporting infrastructure. The detailed cost estimate is included as Exhibit B.

The City of Norman plans to utilize a Construction Manager at Risk (CMAR) delivery method. Under this approach, the CMAR will provide ongoing cost estimating, scheduling, constructability review, and value engineering throughout the design process, working collaboratively with the Owner and design team to maintain alignment with the project budget.

FSB will support alignment of the design with the project budget; however, final construction costs are influenced by market conditions, contractor pricing, and procurement timing.

Upon your authorization to proceed, FSB will commence the services outlined below.

ROLES AND RESPONSIBILITIES

FSB | Design Lead

- Design Team Project Management
- Architecture
- Interior Design
- Structural Engineering
- Mechanical, Electrical, and Plumbing Engineering
- Low Voltage Infrastructure Coordination (pathways, backbone, and system space planning; device design, specifications, and system integration by others)
- Signage Design (general room signage, code-required signage, and standard dimensional letters complete; specialty signage and graphics to be conceptually designed and coordinated with the Owner's preferred vendor)

SMC | Civil Engineering

- Site Design
- Civil Engineering
- Lead coordination with regulatory agencies for site permitting, drainage, and floodplain considerations
- Preparation of civil design documents and permitting submittals
- FSB will coordinate with SMC and the Owner but will not be responsible for civil permitting approvals.

Note: Roles and responsibilities identified herein apply only to the Schematic Design phase authorized under this proposal and are not intended to define the complete scope of professional services for the Project.

DESIGN DOCUMENTATION

Schematic Design (SD) Phase Services

FSB will develop Schematic Design documents that establish the overall character, organization, and scope of the project, in coordination with the Owner and anticipated CMAR delivery approach. This phase focuses on advancing the design, supporting early decision-making, and preparing for subsequent development. This proposal assumes a reasonable level of design iteration and value engineering consistent with CMAR delivery. Significant scope changes or redesign may be considered Additional Services.

A conceptual cost estimate will be prepared based on the approved SD documents. This estimate will be developed either by the City's selected CMAR, if procured in time for this phase, or by an independent cost estimating consultant should the CMAR selection process still be underway.

SD Phase Scope of Work:

- Lead project kickoff and conduct multidisciplinary code review
- Develop conceptual design, including site planning, and conduct bi-weekly coordination meetings with the Owner
- Coordinate with the Owner and contractor on early procurement considerations
- Prepare Schematic Design deliverables, including conceptual plans, elevations, and sections; design renderings; discipline narratives; and a preliminary construction cost estimate (by CMAR or cost consultant)

- Assist the Owner with development of the Construction Manager at Risk (CMAR) RFQ, including coordination of scope, schedule, and evaluation criteria
- Prepare and coordinate zoning application materials, including required forms, supporting narratives, and associated exhibits, in coordination with the Owner and project team.

Future Design Services

Services beyond the Schematic Design phase are not included with this authorization. Upon completion of Schematic Design and Owner approval to proceed, FSB will prepare a Contract Amendment defining the scope, schedule, consultants, and compensation for Design Development, Construction Documents, Procurement/Bidding Assistance, Construction Administration, and any other requested services. Execution of the Contract Amendment shall constitute authorization to proceed with the remaining phases of professional services.

PROPOSED PROJECT SCHEDULE

The following schedule is based on the current understanding of project scope and delivery method and may be refined in coordination with the Owner and CMAR. Schedule assumptions are based on the scope outlined within this proposal and may be adjusted if project scope or delivery conditions change.

- **Project Kickoff:** Upon Notice to Proceed
- **Schematic Design:** Approximately 6–8 weeks
- **Owner Review:** Approximately 1 week
- **Contract Amendment for Remaining Services:** Following Owner approval of Schematic Design deliverables

Schedule durations are dependent on timely Owner review and decisions, agency reviews, and coordination with the CMAR.

ADDITIONAL SERVICES

Additional Services include but are not limited to Cost Estimating, Landscape Architecture, and Furniture (FF&E) services. If required, additional services will be negotiated and approved before being performed. Alternatively, these services may be based on mutually agreeable hourly rates if preferred.

The preparation of the Contract Amendment for subsequent design phases is included as part of this authorization and will establish the remaining professional services and associated compensation for the Project.

REIMBURSABLE EXPENSES

Reimbursable expenses include mileage and reproduction/printing (Owner-required submission sets only) and travel costs. Internal printing will not be billed. Mileage will be billed at the current IRS rate.

FUTURE SERVICES

Design Development, Construction Documents, Procurement Assistance, and Construction Administration will be presented for authorization under a future Contract Amendment following completion and Owner acceptance of the Schematic Design phase.

EXCLUDED SERVICES

Excluded services, which may be added upon request, include but are not limited to:

- Geotechnical engineering (FSB will assist with procurement)
- Land surveying (FSB will assist with procurement)

- Construction Manager at Risk (CMAR) selection support
- Specialty signage/graphics design
- Low-voltage systems design, device specification, and system integration (including security, access control, surveillance, and communications systems)
- Security consulting, detention-grade design standards, and detailed security system programming (to be provided by Owner's security consultant, if required)
- Building Information Modeling (BIM) deliverables beyond standard design documentation, including model sharing or facilities management integration
- Commissioning services and coordination beyond standard design intent documentation
- Environmental assessments
- Permitting or plan review fees
- Electronic record drawings
- One-year warranty reviews
- FF&E design and/or procurement services

PROPOSED FEE SCHEDULE

The proposed fee under this authorization includes only the Schematic Design phase of services. The balance of the basic services will be included by subsequent amendment as necessary.

Phase	Fee
Basic Services	10% of the Construction Cost of Work, estimated to be \$680,750.
Schematic Design (15%) (SD ONLY)	\$ 91,312
Subtotal	\$91,312
Consultant Services	
Civil Engineering (SMC Engineering) (SD ONLY)	\$ 16,000
Subtotal	\$16,000
Total Estimated Fee	\$ 107,312

Note: The remaining Basic Services and Consultant Services will be incorporated into a subsequent Contract Amendment following completion of the Schematic Design phase.

Thank you for the opportunity to continue serving the City of Norman on this important project. This phased authorization provides the Owner with the flexibility to advance the project through Schematic Design while allowing the subsequent professional services to be refined based on the approved project scope, schedule, budget, and CMAR input prior to execution of a subsequent Contract Amendment.

We hope this proposal meets your expectations, but please feel free to contact us if you have any questions or require additional information.

Sincerely,

FRANKFURT-SHORT-BRUZA ASSOCIATES, P.C.



Shawn Lorg, AIA, NCARB
Associate Principal

File Attachments for Item:

19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2627-7 UPON FIRST, SECOND AND FINAL READING BY TITLE: AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA, ADDING SECTION 24-510 TO CHAPTER 24 OF THE CODE OF THE CITY OF NORMAN; PROHIBITING CAMPING AND THE ESTABLISHMENT OF ENCAMPMENTS ON PUBLIC PROPERTY; PROHIBITING OBSTRUCTION OF PUBLIC SIDEWALKS, TRAILS, EASEMENTS, AND ACCESS ROUTES; PROVIDING EXCEPTIONS; PROVIDING FOR ENFORCEMENT; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 07/28/2026

REQUESTER: Rickey J. Knighton II

PRESENTER: Rickey J. Knighton II, City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2627-7 UPON FIRST, SECOND AND FINAL READING BY TITLE: AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA, ADDING SECTION 24-510 TO CHAPTER 24 OF THE CODE OF THE CITY OF NORMAN; PROHIBITING CAMPING AND THE ESTABLISHMENT OF ENCAMPMENTS ON PUBLIC PROPERTY; PROHIBITING OBSTRUCTION OF PUBLIC SIDEWALKS, TRAILS, EASEMENTS, AND ACCESS ROUTES; PROVIDING EXCEPTIONS; PROVIDING FOR ENFORCEMENT; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

BACKGROUND

The proposed ordinance establishes reasonable regulations governing camping and encampments on City-owned public property while ensuring that public sidewalks, trails, rights-of-way, parks, easements, and other public facilities remain safe, accessible, and available for their intended public use.

The City has experienced situations in which unauthorized encampments and the accumulation of personal property on public property have interfered with pedestrian access, impeded accessibility for individuals with disabilities, created sanitation concerns, increased fire risks, damaged public infrastructure, and limited the public's ability to use parks, sidewalks, and trails. The ordinance is intended to address these concerns through content-neutral regulations that apply to all persons regardless of housing status.

DISCUSSION

The proposed ordinance prohibits camping and the establishment of campsites on public property except in connection with City-sponsored or City-approved events. It also prohibits storing personal property in a manner that constitutes a campsite or interferes with the intended public use of public property.

In addition, the ordinance prohibits substantial obstruction of sidewalks, trails, public entrances, easements, and ADA-accessible routes. A violation occurs only when a reasonable path of travel is obstructed or access is materially impaired, thereby focusing enforcement on conduct that interferes with public access rather than incidental or temporary use of public spaces.

The ordinance includes several important exceptions. It does not apply to permitted events, City-approved recreational activities, emergency response activities, persons experiencing medical emergencies, or conduct protected by federal or state law, including lawful expressive activity.

Recognizing that enforcement often involves individuals experiencing homelessness or other hardships, the ordinance encourages a measured enforcement approach. When reasonably practicable and consistent with public safety, the City should provide notice before removing a campsite and allow individuals an opportunity to voluntarily remove personal property. The ordinance further authorizes coordination with shelters, outreach organizations, and service providers to connect affected individuals with available assistance. Immediate action remains authorized where necessary to address imminent threats to public health or safety.

Enforcement options are flexible and include warnings, notices of violation, citations, or other lawful enforcement actions. The ordinance also authorizes the removal of unauthorized campsites and associated debris in accordance with applicable law and City policy.

An emergency clause has been added to the ordinance. If Council desires to enact the ordinance by emergency, it can be done by separate vote on the emergency clause. The affirmative votes of 6 Councilmembers are required to adopt the emergency clause.

RECOMMENDATION

Staff recommends approval of the ordinance prohibiting camping and the establishment of encampments on public property.

ORDINANCE NO. O-2627-7

AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA, ADDING SECTION 24-510 TO CHAPTER 24 OF THE CODE OF THE CITY OF NORMAN; PROHIBITING CAMPING AND THE ESTABLISHMENT OF ENCAMPMENTS ON PUBLIC PROPERTY; PROHIBITING OBSTRUCTION OF PUBLIC SIDEWALKS, TRAILS, EASEMENTS, AND ACCESS ROUTES; PROVIDING EXCEPTIONS; PROVIDING FOR ENFORCEMENT; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

- § 1. **WHEREAS**, Public parks, sidewalks, trails, easements, rights-of-way, and other public properties are intended for the use and enjoyment of all members of the public.
- § 2. **WHEREAS**, encampments and camping activities on public property may create conditions that interfere with public access, impede compliance with the Americans with Disabilities Act, increase fire hazards, contribute to the accumulation of trash and human waste, damage public property, and create health and safety concerns.
- § 3. **WHEREAS**, the City has a substantial governmental interest in maintaining public property in a safe, clean, accessible, and sanitary condition for all residents and visitors.
- § 4. **WHEREAS**, the City further finds that public sidewalks, trails, entrances, and access routes must remain open and reasonably accessible to pedestrians, including persons with disabilities.
- § 5. **WHEREAS**, the purpose of this ordinance is to protect public health, safety, welfare, accessibility, and the intended public use of public property while encouraging individuals in need of assistance to access available shelter and support services.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 6. That the Norman City Code be amended by adding thereto a new section to Article 24-V OFFENSES AGAINST PROPERTY, "§ 24-510" titled "Camping on Public Property" to read as follows:

24-510 Camping on Public Property

- (a) For purposes of this section:
 - (1) "Camp" or "Camping" means residing or dwelling temporarily in a place with shelter, bedding, sleeping equipment, personal property, or other

materials indicating an intent to remain overnight or for an extended period.

- (2) "Campsite" means any location where camping occurs or where bedding, sleeping bags, tents, tarps, temporary structures, personal belongings, cooking equipment, or similar items are arranged or stored in a manner reasonably indicating an intent to camp.
- (3) "Public Property" means any property owned, leased, controlled, or maintained by the City, including parks, trails, sidewalks, rights-of-way, easements, medians, public facilities, and vacant municipal property.

(b) Camping

- (1) No person shall camp or maintain a campsite on public property except in connection with a city-sponsored or city-approved special event.
- (2) No person shall store personal property on public property in a manner that constitutes a campsite or that interferes with the intended public use of the property.

(c) Obstruction of Public Access

- (1) No person shall sit, lie, sleep, place personal property, or otherwise obstruct a public sidewalk, trail, public entrance, easement, or ADA-accessible route in a manner that substantially interferes with pedestrian passage.
- (2) A violation occurs only when a reasonable path of travel is obstructed or access is materially impaired.

(d) Exceptions

This ordinance shall not apply to:

- (1) Permitted events authorized by the City;
- (2) City-approved recreational or community activities;
- (3) Emergency response activities undertaken by law enforcement, fire, and emergency medical personnel, including mutual aid responders acting in their official capacities;
- (4) Persons experiencing a medical emergency; and
- (5) Conduct expressly protected by federal or state law, including lawful expressive activity that does not otherwise violate this ordinance.

(e) Notice and Outreach

- (1) Prior to removal of a campsite, the City should, when reasonably practicable and consistent with public safety, provide notice and an opportunity to voluntarily remove personal property.
- (2) The City shall coordinate with service providers, shelters, outreach organizations, and other agencies to offer available assistance to individuals affected by enforcement activities.
- (3) Nothing herein shall prevent immediate action where necessary to address an imminent threat to public health or safety.

(f) Enforcement

- (1) Any person violating this ordinance may be issued a warning, notice of violation, citation, or other lawful enforcement action.
- (2) The City may remove unauthorized campsites and associated debris from public property in accordance with applicable law and City policy.

§ 7. **SEVERABILITY CLAUSE.** If any section, subsection, sentence, clause, phrase, portion of this ordinance is for any reason held invalid or unconstitutional by any court or administrative agency of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such finding shall not affect the validity of the remaining portions thereof.

§ 8. **EMERGENCY.** An emergency is hereby declared to exist for the preservation of the public peace, health, safety, and welfare by reason whereof this Ordinance shall take effect immediately upon its adoption and publication.

§ 9. **REPEAL OF CONFLICTING ORDINANCES.** That all ordinances or parts of ordinances in conflict herewith be and the same are now expressly repealed.

ADOPTED this _____ day of _____,

NOT ADOPTED this _____ day of _____,

_____, 2026.

_____, 2026.

Stephen Tyler Holman, Mayor

Stephen Tyler Holman, Mayor

ATTEST:

City Clerk

File Attachments for Item:

20. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2627-8 UPON FIRST, SECOND, AND FINAL READING BY TITLE: AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 2-316 AND SECTION 24-507 OF THE CODE OF THE CITY OF NORMAN PROVIDING FOR OVERSIGHT; PROHIBITING CERTAIN ACTIVITIES IN PUBLIC PARKS; PROVIDING EXCEPTIONS; PROVIDING FOR ENFORCEMENT; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 07/28/2026

REQUESTER: Rickey J. Knighton II

PRESENTER: Rickey J. Knighton II, City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2627-8 UPON FIRST, SECOND, AND FINAL READING BY TITLE: AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 2-316 AND SECTION 24-507 OF THE CODE OF THE CITY OF NORMAN PROVIDING FOR OVERSIGHT; PROHIBITING CERTAIN ACTIVITIES IN PUBLIC PARKS; PROVIDING EXCEPTIONS; PROVIDING FOR ENFORCEMENT; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

BACKGROUND

Section 24-507 establishes rules governing activities within the George M. Sutton Urban Wilderness and Community and Neighborhood Parks. These regulations are intended to protect natural resources, preserve park facilities, promote public safety, and ensure that parks remain available for the enjoyment of all visitors.

Since the ordinance was last amended, recreational activities, mobility devices, and applicable legal requirements have evolved. Staff has reviewed the existing regulations and recommends several revisions to improve clarity, modernize terminology, and ensure consistency with current operational practices.

DISCUSSION

The proposed ordinance makes several substantive updates to Section 24-507.

Within the George M. Sutton Urban Wilderness, the ordinance expressly prohibits camping, recognizing the area's purpose as a protected natural preserve and reducing the potential for environmental degradation, wildfire risk, and conflicts with wildlife. Existing prohibitions are reorganized and clarified without materially changing their intent.

The ordinance also updates restrictions regarding watercraft by replacing the existing reference to "boats or canoes" with broader language prohibiting the operation or launching of any watercraft, including boats, canoes, kayaks, rafts, float tubes, paddleboards, and similar

floating devices. This amendment reflects the variety of recreational equipment now commonly used on waterways and eliminates ambiguity regarding prohibited activities. It also preserves flexibility if, in the future, the City decides to allow such activity at a particular park by allowing it only by posted park rules.

For Community and Neighborhood Parks, the ordinance similarly updates the watercraft prohibition and modernizes provisions governing vehicle use. Rather than broadly prohibiting bicycles, the ordinance distinguishes between motor vehicles and devices that are commonly and lawfully used within parks, including bicycles, electric-assisted bicycles, wheelchairs, and other power-driven mobility devices used by individuals with mobility disabilities as required by applicable law.

The ordinance also updates provisions relating to projectile weapons by prohibiting the discharge of firearms, bows, slingshots, air guns, and similar devices except where otherwise authorized by law. This language better aligns the ordinance with Oklahoma law while maintaining public safety within City parks.

Finally, the ordinance clarifies that violations of posted park rules constitute violations of the City Code and retains the Parks and Recreation Department's authority to issue permits for scientific study, conservation activities, park maintenance, and other appropriate uses. Amendments to the duties of the Board of Parks Commissioners ensures that the Board can act in an advisory role related to any review of the permit system. Changes to this section also include an allowance for the Parks Board to designate the appropriate classification for city parks, i.e. community parks, neighborhood parks, etc.

An emergency clause has been added to the ordinance. If Council desires to enact the ordinance by emergency, it can be done by separate vote on the emergency clause. The affirmative votes of 6 Councilmembers are required to adopt the emergency clause.

RECOMMENDATION

Staff recommends approval of the ordinance prohibiting certain activities in public parks, providing exceptions, for enforcement and severability.

Ordinance No. O-2627-8

AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 2-316 AND SECTION 24-507 OF THE CODE OF THE CITY OF NORMAN PROVIDING FOR OVERSIGHT; PROHIBITING CERTAIN ACTIVITIES IN PUBLIC PARKS; PROVIDING EXCEPTIONS; PROVIDING FOR ENFORCEMENT; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

- § 1 **WHEREAS**, the City of Norman leases and maintains the George M. Sutton Urban Wilderness as a unique natural area dedicated to the preservation of native ecosystems, wildlife habitat, environmental education, scientific study, and passive recreation; and
- § 3 **WHEREAS**, the City Council finds that the protection of sensitive natural resources within the George M. Sutton Urban Wilderness requires regulations that minimize human impacts and reduce disturbances to wildlife, vegetation, waterways, and other ecological features; and
- § 4 **WHEREAS**, the City Council further finds that the operation of watercraft, including boats, canoes, kayaks, rafts, float tubes, paddleboards, and similar floating devices, may adversely affect natural resources, wildlife habitat, water quality, and public safety within park waters; and
- § 5 **WHEREAS**, the City Council finds that the introduction of motorized vehicles, unauthorized camping, fires, hunting, trapping, and the collection of biological or geological specimens can cause damage to park resources and interfere with the public's enjoyment of park facilities; and
- § 6 **WHEREAS**, the City Council recognizes that Community and Neighborhood Parks are intended primarily for recreational, educational, and community uses and that certain activities are incompatible with the safe and orderly operation of such parks; and
- § 7 **WHEREAS**, the City Council finds that clarifying prohibited activities, including the operation or launching of watercraft and the possession or discharge of devices capable of propelling projectiles, will promote public safety, protect park resources, and assist in the consistent enforcement of park regulations; and
- § 8 **WHEREAS**, the City Council further finds that permitting limited exceptions for scientific study, conservation activities, park maintenance, and other authorized purposes serves a legitimate public interest while preserving the natural character and intended use of public park properties; and

§ 9 **WHEREAS**, the City Council determines that these amendments are necessary to protect public health, safety, and welfare and to preserve the City's parks and natural areas for the benefit of present and future generations.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 10. **THAT**, Section 2-316 of the Code of the City of Norman, Oklahoma be amended as follows:

2-316 Duties and Powers of the Board

The Board of Park Commissioners shall advise the City Council on policies pertaining to the use of the park and recreational facilities of the City, and pursuant thereto:

- (a) Propose rules and regulations for the maintenance of order, safety, and decency in those parks and recreational facilities;
- (b) Consider and investigate any matter affecting the development and improvement of parks and recreational facilities and policies pertaining to the use of those facilities;
- (c) Make recommendations to improve the park and recreational facilities;
- (d) Make recommendations regarding systems of supervised recreation, and modifications in existing recreational programs;
- (e) Act as the presiding authority over the matters contained in NCC 16-IX, with review and oversight by the City Council;
- (f) Provide copies of the minutes of its meetings to the office of the City Clerk within ten days from the date of their approval; and
- (g) Provide an annual report of the Board's acts and affairs;
- (h) Designate park classifications for all City parks; and
- (i) Advise the Parks and Recreation Department as needed regarding the administration of a permit system for outside groups that desire to use a City park for scientific study, park maintenance, and conservation or other purposes.

§ 11. **THAT**, Section 24-507 of the Code of the City of Norman, Oklahoma be amended as follows:

24-507 Activities Prohibited at Public Park Sites; Exceptions By Written Permit

(a) Sutton Urban Wilderness

(1) No person shall engage in the following activities within the Sutton Urban Wilderness:

- (i) Littering;
- (ii) Operating any motorized vehicles or bicycles;
- (iii) Starting or maintaining a fire;
- (iv) Swimming;
- (v) Hunting;
- (vi) Trapping;
- (vii) Collecting biological or geological specimens, except by written permit for scientific purposes issued by the Parks and Recreation Department;
- (viii) Cutting or collecting wood;
- (ix) Operating or launching any watercraft, including but not limited to boats, canoes, kayaks, rafts, float tubes, paddleboards, and similar floating devices, unless otherwise allowed by posted park rules;
- (x) Fishing by means of a trotline or jugline;
- (xi) Discharging any firearm, bow, slingshot, air gun, or other device capable of propelling a projectile, except as authorized by law;
- (xii) Defacing or damaging any natural object or park facilities or appurtenances;
- (xiii) Introducing plant or animal species; and
- (xiv) Violating posted park rules.

(2) Organized group events exceeding 35 people shall have written authorization by the Parks and Recreation Department.

(3) The Parks and Recreation Department may issue permits for scientific study, park maintenance, and conservation or other purposes appropriate to use of wilderness area.

(b) Community and Neighborhood Parks

(1) No person shall engage in the following activities within Community and Neighborhood parks:

- (i) Littering;
- (ii) Operating any motor vehicle; provided, however, that bicycles, electric-assisted bicycles, wheelchairs, and other power-driven mobility devices used by individuals with mobility disabilities shall be permitted as required by applicable law;
- (iii) Starting or maintaining a fire;
- (iv) Swimming;
- (v) Hunting;
- (vi) Trapping;

- (vii) Collecting biological or geological specimens, except by written permit for scientific purposes issued by the Parks and Recreation Department;
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 - (xi) Discharging any firearm, bow, slingshot, air gun, or other device capable of propelling a projectile, except as authorized by law;
 - (xiii) Defacing or damaging any natural object or park facilities or appurtenances;
 - (xiv) Introducing plant or animal species; and
 - (xv) Violating posted park rules.
- (2) The Parks and Recreation Department may issue permits for scientific study, park maintenance, and conservation or other purposes appropriate to use of Community and Neighborhood Park sites.

§ 12. **SEVERABILITY CLAUSE.** If any section, subsection, sentence, clause, phrase, portion of this ordinance is for any reason held invalid or unconstitutional by any court or administrative agency of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such finding shall not affect the validity of the remaining portions thereof.

§ 13. **EMERGENCY.** An emergency is hereby declared to exist for the preservation of the public peace, health, safety, and welfare by reason whereof this Ordinance shall take effect immediately upon its adoption and publication.

§ 14. **REPEAL OF CONFLICTING ORDINANCES.** That all ordinances or parts of ordinances in conflict herewith be and the same are now expressly repealed.

ADOPTED this _____ day of

NOT ADOPTED this _____ day of

_____, 2026.

_____, 2026.

Stephen Tyler Holman, Mayor

Stephen Tyler Holman, Mayor

ATTEST:

City Clerk

Ordinance No. O-2627-8

AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 2-316 AND SECTION 24-507 OF THE CODE OF THE CITY OF NORMAN PROVIDING FOR OVERSIGHT; PROHIBITING CERTAIN ACTIVITIES IN PUBLIC PARKS; PROVIDING EXCEPTIONS; PROVIDING FOR ENFORCEMENT; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

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- § 4 **WHEREAS**, the City Council further finds that the operation of watercraft, including boats, canoes, kayaks, rafts, float tubes, paddleboards, and similar floating devices, may adversely affect natural resources, wildlife habitat, water quality, and public safety within park waters; and
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- (b) Consider and investigate any matter affecting the development and improvement of parks and recreational facilities and policies pertaining to the use of those facilities;
- (c) Make recommendations to improve the park and recreational facilities;
- (d) Make recommendations regarding systems of supervised recreation, and modifications in existing recreational programs;
- (e) Act as the presiding authority over the matters contained in NCC 16-IX, with review and oversight by the City Council;
- (f) Provide copies of the minutes of its meetings to the office of the City Clerk within ten days from the date of their approval; and
- (g) Provide an annual report of the Board's acts and affairs;
- (h) Designate park classifications for all City parks; and
- (i) Advise the Parks and Recreation Department as needed regarding the administration of a permit system for outside groups that desire to use a City park for scientific study, park maintenance, and conservation or other purposes.

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~~(a) (1) No person shall engage in the following activities within the Sutton Urban Wilderness, except by written permit for scientific purposes issued by the Parks and Recreation Department:~~

- (1) (i) Littering;
- (2) (ii) Operating any motorized vehicles or bicycles;
- (3) (iii) Starting or maintaining a fire;
- (4) Camping;
- (5) (iv) Swimming;
- (6) (v) Hunting;
- (7) (vi) Trapping;
- (8) (vii) Collecting biological or geological specimens, except by written permit for scientific purposes issued by the Parks and Recreation Department;
- (9) (viii) Cutting or collecting wood;
- (10) (ix) Operating a boat or canoe or launching any watercraft, including but not limited to boats, canoes, kayaks, rafts, float tubes, paddleboards, and similar floating devices, unless otherwise allowed by posted park rules;
- (11) (x) Fishing by means of a trotline or jugline;
- (12) (xi) Possessing a bow, slingshot, air gun, firearm, or any other such device to hurl projectiles Discharging any firearm, bow, slingshot, air gun, or other device capable of propelling a projectile, except as authorized by law;
- (13) (xii) Defacing or damaging any natural object or park facilities or appurtenances;
- (14) (xiii) Introducing plant or animal species; and
(xiv) Violating posted park rules.

(b)(2) Organized group events exceeding 35 people shall have written authorization by the Parks and Recreation Department.

(c)(3) The Parks and Recreation Department may issue permits for scientific study, park maintenance, and conservation or other purposes appropriate to use of wilderness area; ~~and where questions arise concerning administration of the permit system, the George M. Sutton Urban Wilderness Advisory Committee shall act in an advisory capacity.~~

(b) Community and Neighborhood Parks

- (1) No person shall engage in the following activities within Community and Neighborhood parks:
 - (i) Littering;
 - (ii) Operating any motor vehicle; provided, however, that bicycles, electric-assisted bicycles, wheelchairs, and other power-driven mobility devices used by individuals with mobility disabilities shall be permitted as required by applicable law;
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 - (iv) Swimming;
 - (v) Hunting;
 - (vi) Trapping;

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§ 14. **REPEAL OF CONFLICTING ORDINANCES.** That all ordinances or parts of ordinances in conflict herewith be and the same are now expressly repealed.

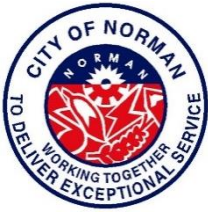
ADOPTED this _____ day of _____ NOT ADOPTED this _____ day of _____
_____, 2026. _____, 2026.

Stephen Tyler Holman, Mayor

Stephen Tyler Holman, Mayor

ATTEST:

City Clerk



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/06/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Andy Couch, Firehouse Art Center, Executive Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM FIREHOUSE ART CENTER

DISCUSSION:

The Norman Firehouse Art Center is a non-profit 501(c)(3) corporation and was founded in 1970 as a community arts center, operating out of a vacated, city-owned building, which previously served as a fire station. The facility has since transformed to house professionally working visual arts studios, which accommodate both adult and youth art education programming, a gift shop, and dedicated exhibition gallery space. The Firehouse Art Center provides art education programming in Norman public elementary schools and serves as a partner to many community events.

RECOMMENDATION:

Staff recommends submitting the Firehouse Art Center's annual report to the City Council once the Board of Park Commissioners accepts the annual report.

Breakdown of Revenues by Category

	FY 24/25	% of Revenue
Grants & Contributions		
Indiv/Corp Donations	199,579.05	23.40%
Investment Income	12,580.58	1.50%
Other Revenues	11,234.06	1%
Grants/Government Support	306,248.06	36.00%
In-Kind Donations	77,300.00	9%
Special Events Income	5,871.19	0.60%
Total Grants & Contributions	612,812.94	71.80%
Charged Services Funding		
Membership Dues	21,822.00	2.70%
Class Tuition & Material Fees	191,811.57	22.50%
Gallery & Gift Shop Sales	25,859.42	3%
Total Charged Services Funding	239,492.99	28.20%
Total Income End of Fiscal Year	\$852,305.93	100%

YTD Profit & Loss Comparison

September 2024 - August 2025

	Sep 2024 - Aug 2025	Sep 2023 - Aug 2024 (PY)	Total Change
REVENUE			
4000 Contributions			
4002 Business/Corp./Fdns/Sponsors	172,120.00	67,609.82	104,510.18
4003 Individuals	16,459.05	3,623.96	12,835.09
4008 Donor Restricted Contributions	11,000.00	3,217.75	7,782.25
Total 4000 Contributions	199,579.05	74,451.53	125,127.52
4100 Investment Income			
4110 Endowment Income	12,580.58	12,617.83	-37.25
Total 4100 Investment Income	12,580.58	12,617.83	-37.25
4200 Support			
4201 City	120,000.00	120,000.00	0.00
4202 State Oklahoma Arts Council	36,958.00	36,958.00	0.00
4203 National		10,000.00	-10,000.00
4204 Norman Arts Council	26,700.00	22,119.00	4,581.00
4206 Allied Arts-Allocation	28,010.00	25,600.00	2,410.00
4208 Allied Arts-Grants	15,000.00	20,000.00	-5,000.00
4209 Other Support	79,580.06	-1,645.00	81,225.06
Total 4200 Support	306,248.06	233,032.00	73,216.06
4300 Memberships			
4302 General Public Members	18,322.00	6,550.00	11,772.00
4303 Board Members	3,500.00	600.00	2,900.00
Total 4300 Memberships	21,822.00	7,150.00	14,672.00
4400 Classes			
4401 Materials Income	19,274.26	14,205.51	5,068.75
4403 Tuition	183,389.83	156,907.70	26,482.13
4404 Cancellation Refunds	-10,852.52	-15,851.43	4,998.91
Total 4400 Classes	191,811.57	155,261.78	36,549.79
4500 Sales			
4501 Exhibition Events	1,095.00		1,095.00
4503 Gift Shop Sales	24,764.42	25,600.79	-836.37
Total 4500 Sales	25,859.42	25,600.79	258.63
4600 Special Events Income	5,871.19	5,288.00	583.19
4800 Other Revenues			
4801 Interest Income	4,044.64	2,613.59	1,431.05
4809 Unrealized Gain/Loss on Invest		13,725.98	-13,725.98
Total 4800 Other Revenues	4,044.64	16,339.57	-12,294.93
4850 In-Kind Revenues	77,300.00	108,300.00	-31,000.00
Total Revenue	845,116.51	638,041.50	207,075.01

COST OF GOODS SOLD

	Sep 2024 - Aug 2025	Sep 2023 - Aug 2024 (PY)	Change
5001 Cost of Goods Sold	1,653.91	1,397.20	256.71
Total Cost of Goods Sold	1,653.91	1,397.20	256.71
GROSS PROFIT	843,462.60	636,644.30	206,818.30
EXPENDITURES			
5100 Payroll Expenses			
5000 Salary Wages	277,413.02	207,314.16	70,098.86
5101 Benefits and Vacation	20,041.95	25,983.29	-5,941.34
5102 Taxes	22,957.23	17,133.16	5,824.07
Total 5100 Payroll Expenses	320,412.20	250,430.61	69,981.59
5300 Professional Services			
5301 Accounting	48,740.00	24,527.00	24,213.00
5303 Design		1,538.50	-1,538.50
5305 Artist Commission	19,416.50	17,257.03	2,159.47
5306 Instructor Fees	78,373.02	63,395.81	14,977.21
5308 Other Professional Fees	4,794.03	1,449.49	3,344.54
5310 Misc. Services	1,871.80	3,721.99	-1,850.19
Total 5300 Professional Services	153,195.35	111,889.82	41,305.53
5350 Travel			
5351 Business Meals	2,529.03	1,954.53	574.50
5352 Room & Board	1,608.97	769.49	839.48
5353 Transportation	3,690.91	1,531.61	2,159.30
5354 Conferences/Staff Retreat	9,645.38	7,653.44	1,991.94
Total 5350 Travel	17,474.29	11,909.07	5,565.22
5400 Supplies			
5401 Art Materials	20,788.07	14,630.68	6,157.39
5404 Office Supplies	5,999.36	5,208.78	790.58
5416 Health & Safety	292.17	616.46	-324.29
Total 5400 Supplies	27,079.60	20,455.92	6,623.68
5412 Exhibit Programming Expense	17,948.74	24,410.45	-6,461.71
5413 Exhibition Expense	6,477.20	4,354.21	2,122.99
5450 Postage	2,695.49	1,370.65	1,324.84
5500 Occupancy Expenses			
5501 Janitorial	8,314.10	7,187.64	1,126.46
5502 Copier	2,715.04	605.57	2,109.47
5503 Repairs and Maintenance	3,417.08	10,923.23	-7,506.15
5505 Telephone/Internet	2,343.32	1,775.80	567.52
5506 Security System	138.72	772.96	-634.24
5507 Rent	85.00	384.36	-299.36
5508 OG&E	4,134.57	3,555.46	579.11
5509 ONG	979.36	879.19	100.17
5510 Utilities	410.07	416.96	-6.89
Total 5500 Occupancy Expenses	22,537.26	26,501.17	-3,963.91

	Sep 2024 - Aug 2025	Sep 2023 - Aug 2024 (PY)	Change
5600 Membership Discounts-Tuition	2,072.41	1,496.17	576.24
5601 Member Discount-Gift/Gallery	3,305.16	1,436.96	1,868.20
5630 Other Discounts	47.73	212.06	-164.33
5900 Printing	3,599.99	2,159.43	1,440.56
6000 Advertising	1,321.24	2,259.59	-938.35
6001 Marketing	2,818.12	3,572.89	-754.77
6004 Staff Appreciation	1,898.44	941.22	957.22
6010 Awards and Gifts	483.75	400.00	83.75
6015 Entertainment/Recruiting	807.69	819.99	-12.30
6017 Entertainment/Food	2,663.52	1,360.97	1,302.55
6020 Bank Service Charges	102.64		102.64
6021 Credit Card Fees	1,407.25	3,328.42	-1,921.17
6030 Insurance			
6032 Liability	9,607.59	8,264.50	1,343.09
6033 Workers' Compensation	1,437.42	811.64	625.78
Total 6030 Insurance	11,045.01	9,076.14	1,968.87
6150 City/Chamber Events	36.55	40.46	-3.91
6200 Special Events Expense	4,716.62	5,598.20	-881.58
6210 Dues and Subscriptions	2,324.17	2,101.55	222.62
6220 Equipment Acquisition	492.83		492.83
6230 Technology			
6231 Computer Equipment	250.12	499.10	-248.98
6232 Website & Software Expenses	4,064.94	6,416.74	-2,351.80
6233 Digital Cameras & Misc Equip		929.79	-929.79
Total 6230 Technology	4,315.06	7,845.63	-3,530.57
6400 Fundraising	6,606.16		6,606.16
6500 Depreciation	25,474.41	9,872.50	15,601.91
6660 In-Kind Expenses	77,300.00	78,300.00	-1,000.00
Total Expenditures	720,658.88	582,144.08	138,514.80
NET OPERATING REVENUE	122,803.72	54,500.22	68,303.50
NET REVENUE	\$122,803.72	\$54,500.22	\$68,303.50

Balance Sheet Comparison

As of October 31, 2025

	As of Oct 31, 2025	As of Oct 31, 2024 (PY)	Total Change
ASSETS			
Current Assets			
Bank Accounts			
1000 Armstrong Bank	74,221.36	80,145.36	-5,924.00
1003 PayPal	48.51	0.00	48.51
1004 BancFirst Commercial Treasury	69,063.44	97,664.55	-28,601.11
1005 First United Acct	227,812.88	119,711.48	108,101.40
1250 Petty Cash Fund	330.63	242.04	88.59
Total Bank Accounts	371,476.82	297,763.43	73,713.39
Accounts Receivable			
1200 Accounts Receivable	26,482.93	100,130.97	-73,648.04
Total Accounts Receivable	26,482.93	100,130.97	-73,648.04
Other Current Assets			
1121 Inventory	1,015.06	5,714.10	-4,699.04
1225 Prepaid Insurance & Other Items	960.43	3,136.40	-2,175.97
Total Other Current Assets	1,975.49	8,850.50	-6,875.01
Total Current Assets	399,935.24	406,744.90	-6,809.66
Fixed Assets			
1305 Other Property and Equipment	137,166.77	115,147.80	22,018.97
1310 Leasehold Improvements	186,715.63	161,715.63	25,000.00
1315 Memorial Gardens	19,150.21	19,150.21	0.00
1350 Accumulated Depreciation	-92,503.04	-65,766.78	-26,736.26
Total Fixed Assets	250,529.57	230,246.86	20,282.71
Other Assets			
1400 Investments	185,579.10	178,389.68	7,189.42
Total Other Assets	185,579.10	178,389.68	7,189.42
TOTAL ASSETS	\$836,043.91	\$815,381.44	\$20,662.47

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 Accounts Payable	2,717.24	8,694.01	-5,976.77
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Total Accounts Payable	2,717.24	8,694.01	-5,976.77
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Credit Cards

2005 VISA Corporate Card	2,562.22	4,003.46	-1,441.24
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Total Credit Cards	2,562.22	4,003.46	-1,441.24
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Other Current Liabilities

2100 Payroll Liabilities	531.98	3,259.91	-2,727.93
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2110 Accrued Artists Commissions	571.68	423.80	147.88
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	As of Oct 31, 2025	As of Oct 31, 2024 (PY)	Total Change
2112 Accrued Other Liabilities	7,890.52	6,957.95	932.57
2195 Certificates-Gift	0.00	40.00	-40.00
2200 Sales Tax Payable	62.68	81.89	-19.21
Direct Deposit Payable	0.00	85.88	-85.88
Total Other Current Liabilities	9,056.86	10,849.43	-1,792.57
Total Current Liabilities	14,336.32	23,546.90	-9,210.58
Total Liabilities	14,336.32	23,546.90	-9,210.58
Equity			
3900 Net Assets Without Donor Restriction	855,109.91	731,285.58	123,824.33
3901 Net Assets with Donor Restriction	3,217.75	3,217.75	0.00
Net Revenue	-36,620.07	57,331.21	-93,951.28
Total Equity	821,707.59	791,834.54	29,873.05
TOTAL LIABILITIES AND EQUITY	\$836,043.91	\$815,381.44	\$20,662.47



Norman Firehouse Art Center

Item 3.

Revised Budget FY 25-26

September 2025 - August 2026

	TOTAL
Revenue	
4000 Contributions	
4002 Business/Corp./Fdns/Sponsors	192,500.00
4003 Individuals	5,000.00
Total 4000 Contributions	197,500.00
4100 Investment Income	
4110 Endowment Income	12,500.00
Total 4100 Investment Income	12,500.00
4200 Support	
4201 City	120,000.00
4202 State Oklahoma Arts Council	37,000.00
4204 Norman Arts Council	26,700.00
4206 Allied Arts-Allocation	27,000.00
4208 Allied Arts-Grants	15,000.00
4209 Other Support	107,840.00
Total 4200 Support	333,540.00
4300 Memberships	
4302 General Public Members	15,000.00
Total 4300 Memberships	15,000.00
4400 Classes	
4401 Materials Income	15,000.00
4403 Tuition	180,000.00
4404 Cancellation Refunds	-15,000.00
Total 4400 Classes	180,000.00
4500 Sales	
4501 Exhibition Events	500.00
4503 Gift Shop Sales	25,000.00
Total 4500 Sales	25,500.00
4800 Other Revenues	
4801 Interest Income	4,500.00
Total 4800 Other Revenues	4,500.00
4850 In-Kind Revenues	77,300.00
Total Revenue	\$845,840.00
Cost of Goods Sold	
5001 Cost of Goods Sold	1,000.00
Total Cost of Goods Sold	\$1,000.00
GROSS PROFIT	\$844,840.00
Expenditures	
5100 Payroll Expenses	
5000 Salary Wages	326,264.00



Norman Firehouse Art Center

Item 3.

Revised Budget FY 25-26

September 2025 - August 2026

	TOTAL
5101 Benefits and Vacation	17,600.00
5102 Taxes	27,154.00
Total 5100 Payroll Expenses	371,018.00
5300 Professional Services	
5301 Accounting	55,600.00
5303 Design	43,200.00
5305 Artist Commission	20,000.00
5306 Instructor Fees	80,000.00
5308 Other Professional Fees	4,500.00
5310 Misc. Services	1,500.00
Total 5300 Professional Services	204,800.00
5350 Travel	
5351 Business Meals	3,000.00
5352 Room & Board	1,500.00
5353 Transportation	5,500.00
5354 Conferences/Staff Retreat	10,000.00
Total 5350 Travel	20,000.00
5400 Supplies	
5401 Art Materials	19,000.00
5402 Art Sparks Materials	15,000.00
5404 Office Supplies	4,000.00
5416 Health & Safety	500.00
Total 5400 Supplies	38,500.00
5412 Exhibit Programming Expense	20,000.00
5413 Exhibition Expense	6,000.00
5450 Postage	2,200.00
5500 Occupancy Expenses	
5501 Janitorial	7,000.00
5502 Copier	1,000.00
5503 Repairs and Maintenance	3,300.00
5505 Telephone/Internet	2,000.00
5508 OG&E	3,500.00
5509 ONG	1,000.00
5510 Utilities	400.00
Total 5500 Occupancy Expenses	18,200.00
5600 Membership Discounts-Tuition	1,800.00
5601 Member Discount-Gift/Gallery	1,500.00
5630 Other Discounts	100.00
5900 Printing	3,500.00
5901 Printing-Art Sparks	2,500.00
6000 Advertising	3,300.00



Norman Firehouse Art Center

Item 3.

Revised Budget FY 25-26

September 2025 - August 2026

	TOTAL
6001 Marketing	5,000.00
6004 Staff Appreciation	1,500.00
6010 Awards and Gifts	500.00
6015 Entertainment/Recruiting	1,000.00
6017 Entertainment/Food	2,000.00
6021 Credit Card Fees	1,750.00
6030 Insurance	
6032 Liability	8,250.00
6033 Workers' Compensation	1,000.00
Total 6030 Insurance	9,250.00
6150 City/Chamber Events	200.00
6200 Special Events Expense	10,000.00
6210 Dues and Subscriptions	2,500.00
6230 Technology	
6231 Computer Equipment	500.00
6232 Website & Software Expenses	7,000.00
6233 Digital Cameras & Misc Equip	500.00
Total 6230 Technology	8,000.00
6400 Fundraising	6,600.00
6500 Depreciation	25,000.00
6660 In-Kind Expenses	77,300.00
6700 Miscellaneous Expense	822.00
Total Expenditures	\$844,840.00
NET OPERATING REVENUE	\$0.00
NET REVENUE	\$0.00

Form **990**Department of the Treasury
Internal Revenue Service**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2024**Open to Public Inspection****A** For the 2024 calendar year, or tax year beginning **09/01/24**, and ending **08/31/25****B** Check if applicable:

- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization:**NORMAN FIREHOUSE ART CENTER, INC**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address)
444 S FLOOD AVE

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

NORMAN**OK 73069****D** Employer identification number**23-7112097****E** Telephone number**405-329-4523****G** Gross receipts**711,283****F** Name and address of principal officer:**ANDY TAYLOR COUCH****444 S FLOOD AVE****NORMAN****OK 73069**Has this been a group return for subsidiaries? ☐ Yes ☒ NoHas all subsidiary information been included? ☐ Yes ☐ No

If "No," attach a list. See instructions.

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: **WWW.NORMANFIREHOUSE.COM**

NAEP Group operation number

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other**L** Year of formation: **1971****M** State of legal domicile: **OK****Part I Summary****1** Briefly describe the organization's mission or most significant activities:**THE NORMAN FIREHOUSE ART CENTER ENRICHES OUR COMMUNITY BY OFFERING CREATIVE VISUAL ARTS EDUCATION, EXPERIENCES, AND EXHIBITIONS.****2** Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.**3** Number of voting members of the governing body (Part VII, line 1a)**3 11****4** Number of independent voting members of the governing body (Part VI, line 1b)**4 11****5** Total number of individuals employed in calendar year 2024 (Part V, line 2a)**5 9****6** Total number of volunteers (estimate if necessary)**6 17****7a** Total unrelated business revenue from Part VIII, column (C), line 12**7a 0****b** Net unrelated business taxable income from Form 990-T, Part I, line 11**7b 0****8** Contributions and grants (Part VIII, line 1h)

Prior Year

Current Year

343,013**483,697****9** Program service revenue (Part VIII, line 2g)**186,616****198,777****10** Investment income (Part VIII, column (A), lines 3, 4, and 7d)**15,232****4,045****11** Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)**5,288****3,775****12** Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)**550,149****690,294****13** Grants and similar amounts paid (Part IX, column (A), lines 1-3)**5,000****14** Benefits paid to or for members (Part IX, column (A), line 4)**0****15** Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)**250,431****320,411****16a** Professional fundraising fees (Part IX, column (A), line 11e)**0****b** Total fundraising expenses (Part IX, column (D), line 25)**0****17** Other expenses (Part IX, column (A), lines 11a-11d, 11f-24a)**253,414****317,080****18** Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)**503,845****642,491****19** Revenue less expenses. Subtract line 18 from line 12**46,304****47,803****20** Total assets (Part X, line 16)

Beginning of Current Year

End of Year

821,307**1,722,387****21** Total liabilities (Part X, line 26)**81,276****46,312****22** Net assets or fund balances. Subtract line 21 from line 20**740,031****1,676,075****Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer

ANDY TAYLOR COUCH**EXECUTIVE DIRECTOR**

Type or print name and title

Paid

Preparer's name

REBECCA WOLLMAN

Preparer's signature

REBECCA WOLLMAN

Date

01/07/26Check ☐ if

self-employed

PTIN

P01842383**Preparer Use Only**

Firm's name

PETERS & CHANDLER, P.C.

Firm's EIN

73-1078673

Firm's address

6801 BROADWAY EXT STE 105

Phone no

405-843-9371**OKLAHOMA CITY, OK 73116-9068**

May the IRS discuss this return with the preparer shown above? See instructions

☒ Yes☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

OAA

Form **990** (2024)

Form 990 (2024) **NORMAN FIREHOUSE ART CENTER, INC** **23-7112097**

Item 3.

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

☒

1 Briefly describe the organization's mission:

THE NORMAN FIREHOUSE ART CENTER ENRICHES OUR COMMUNITY BY OFFERING CREATIVE VISUAL ARTS EDUCATION, EXPERIENCES, AND EXHIBITIONS.2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ **58,746** including grants of \$) (Revenue \$ **33,759**)**IN A TYPICAL YEAR, THE FIREHOUSE OFFERS IN-HOUSE VISUAL ARTS CLASSES TO 560 CHILDREN THROUGH QUARTERLY CLASS SEMESTERS. CHILDREN'S CLASSES ARE OFFERED FOR AGES 2-14 THROUGH OUR ART AFTER SCHOOL PROGRAM DURING THE WINTER, SPRING, AND FALL SEMESTERS, AND OUR CHILDREN'S SUMMER ART PROGRAM DURING THE SUMMER SEMESTER. THE FIREHOUSE ALSO OFFERS OUR 5TH GRADE ART PROGRAM, ART SPARKS, IN PARTNERSHIP WITH NORMAN PUBLIC SCHOOLS. THIS PROGRAM PROVIDES 5TH GRADE STUDENTS WITH IN-CLASS PRE AND POST VISITS WITH AN ART EDUCATOR AND A FIELD TRIP TO THE FIREHOUSE. THESE PROGRAMS PLAY A VITAL ROLE IN THE NORMAN COMMUNITY, AS NORMAN'S PRIMARY SCHOOLS HAVE NO DEDICATED ART INSTRUCTORS.**4b (Code:) (Expenses \$ **178,898** including grants of \$) (Revenue \$ **158,052**)**SEE SCHEDULE O**4c (Code:) (Expenses \$ **69,536** including grants of \$) (Revenue \$ **3,775**)**THE FIREHOUSE PROVIDES FREE ART EXPERIENCES AND PROGRAMMING THROUGH THE FIREHOUSE GALLERY, WHICH PRESENTS THREE IN-HOUSE EXHIBITIONS AND THREE CULTURALLY RELEVANT EXHIBITIONS EACH YEAR. THE FIREHOUSE ALSO PROVIDES OPPORTUNITIES FOR ARTISTS THROUGH ART SALES IN OUR PERMANENT GIFT SHOP, WHICH FEATURES WORK BY A ROTATING LIST OF OVER 50 LOCAL ARTISTS. THE GALLERY AND GIFT SHOP ARE FREE TO THE PUBLIC AND SERVE OVER 2,000 VISITORS EACH YEAR.**

4d Other program services (Describe on Schedule O.)

(Expenses \$ **18,976** including grants of \$ **5,000**) (Revenue \$ **6,966**)4e Total program service expenses **326,156**

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors? See instructions	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? If "Yes," complete Schedule C, Part III		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? If "Yes," complete Schedule D, Part V	X	
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	X	
b Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		X
c Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX	X	
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X	X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I. See instructions		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		

Form 990 (2024) **NORMAN FIREHOUSE ART CENTER, INC** **23-7112097**

Item 3.

Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>	22	X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	23	X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>	24a	X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b	
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c	
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d	
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>	25a	X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>	25b	X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>	26	X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>	27	X
28 Was the organization a party to a business transaction with one of the following parties? (See the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions).		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>	28a	X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>	28b	X
c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>	28c	X
29 Did the organization receive more than \$25,000 in noncash contributions? <i>If "Yes," complete Schedule M</i>	29	X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>	30	X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>	31	X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>	32	X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>	33	X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>	34	X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a	X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>	35b	
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>	36	X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>	37	X
38 Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O.	38	X

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	29
b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)		Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	9
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b	X
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a	X
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b	
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a	X
b	If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a	X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b	X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c	
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a	X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b	
7	Organizations that may receive deductible contributions under section 170(c).		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a	X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c	X
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d	
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e	X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f	X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g	X
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h	X
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8	
9	Sponsoring organizations maintaining donor advised funds.		
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a	
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b	
10	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on Part VIII, line 12	10a	
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11	Section 501(c)(12) organizations. Enter:		
a	Gross income from members or shareholders	11a	
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
a	Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O.	13a	
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
c	Enter the amount of reserves on hand	13c	
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b	
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15	X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16	X
17	Section 501(c)(21) organizations. Did the trust, any disqualified or other person, engage in any activities that would result in the imposition of an excise tax under section 4951, 4952, or 4953? If "Yes," complete Form 6069.	17	

Form 990 (2024) **NORMAN FIREHOUSE ART CENTER, INC** **23-7112097**

Item 3.

Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI ☒

Section A. Governing Body and Management

	1a	11	1b	11	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		11		11		
b Enter the number of voting members included on line 1a, above, who are independent						
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?					2	X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?					3	X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?					4	X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?					5	X
6 Did the organization have members or stockholders?					6	X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?					7a	X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?					7b	X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:						
a The governing body?					8a	X
b Each committee with authority to act on behalf of the governing body?					8b	X
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O					9	X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Did the organization have local chapters, branches, or affiliates?	10a	X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b	
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X
b Describe on Schedule O the process, if any, used by the organization to review this Form 990.		
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	12a	X
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done	12c	X
13 Did the organization have a written whistleblower policy?	13	X
14 Did the organization have a written document retention and destruction policy?	14	X
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official	15a	X
b Other officers or key employees of the organization	15b	X
If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.		
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a	X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b	

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed **OK**

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain on Schedule O)

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records.

THE ORGANIZATION
NORMAN

444 S FLOOD AVE

OK 73069

405-329-

Form 990 (2024) **NORMAN FIREHOUSE ART CENTER, INC** **23-7112097**

Item 3.

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
 - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) KENDALL HURLEY	2.00									
CHAIR	0.00	X		X				0	0	0
(2) ALLISON PALMER	6.00									
SECRETARY	0.00	X		X				0	0	0
(3) TANYA INGELS	2.00									
TREASURER	0.00	X		X				0	0	0
(4) DR JEFF BUYTEN	2.00									
TRUSTEE	0.00	X						0	0	0
(5) DOUG CASEBEER	2.00									
TRUSTEE	0.00	X						0	0	0
(6) JOHN DOWNS	4.00									
TRUSTEE	0.00	X						0	0	0
(7) GLENDA HUFNAGEL	2.00									
TRUSTEE	0.00	X						0	0	0
(8) KAIMEE KELLIS	2.00									
TRUSTEE	0.00	X						0	0	0
(9) RICCI MCMANAMAN	2.00									
TRUSTEE	0.00	X						0	0	0
(10) RICHARD MCKOWN	2.00									
TRUSTEE	0.00	X						0	0	0
(11) JORDAN STRINGER	2.00									
TRUSTEE	0.00	X						0	0	0

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(12) ANDY TAYLOR COUCH (12) EXECUTIVE DIRECTOR	50.00 0.00			X				91,992	0	6,295
(13)										
(14)										
(15)										
(16)										
(17)										
(18)										
(19)										
1b Subtotal								91,992		6,295
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)								91,992		6,295

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>	3	X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>	4	X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>	5	X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

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Form 990 (2024) **NORMAN FIREHOUSE ART CENTER, INC** **23-7112097**

Item 3.

Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a						
	b Membership dues	1b	21,822					
	c Fundraising events	1c						
	d Related organizations	1d						
	e Government grants (contributions)	1e	61,483					
	f All other contributions, gifts, grants, and similar amounts not included above	1f	400,392					
	g Noncash contributions included in lines 1a-1f	1g	\$ 12,300					
	h Total. Add lines 1a-1f		483,697					
	Program Service Revenue			Business Code				
2a CLASSES			611600	191,811	191,811			
b SPECIAL EVENTS			611600	6,966	6,966			
c								
d								
e								
f All other program service revenue								
g Total. Add lines 2a-2f			198,777					
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			4,045			4,045	
	4 Income from investment of tax-exempt bond proceeds							
	5 Royalties							
	6a Gross rents		(i) Real	(ii) Personal				
		6a						
	b Less: rental expenses	6b						
	c Rental inc. or (loss)	6c						
	d Net rental income or (loss)							
	7a Gross amount from sales of assets other than inventory		(i) Securities	(ii) Other				
		7a						
	b Less: cost or other basis and sales exps.	7b						
	c Gain or (loss)	7c						
	d Net gain or (loss)							
	8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18							
		8a						
	b Less: direct expenses	8b						
	c Net income or (loss) from fundraising events							
9a Gross income from gaming activities. See Part IV, line 19								
	9a							
b Less: direct expenses	9b							
c Net income or (loss) from gaming activities								
10a Gross sales of inventory, less returns and allowances								
	10a	24,764						
b Less: cost of goods sold	10b	20,989						
c Net income or (loss) from sales of inventory			3,775	3,775				
Miscellaneous Revenue			Business Code					
	11a							
	b							
	c							
	d All other revenue							
	e Total. Add lines 11a-11d							
12 Total revenue. See instructions				690,294	202,552	0	4,045	

Form 990 (2024)

NORMAN FIREHOUSE ART CENTER, INC**23-7112097**

Item 3.

Part IX Statement of Functional Expenses*Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).*Check if Schedule O contains a response or note to any line in this Part IX ☐**Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.**

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	5,000	5,000		
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	91,992	36,797	55,195	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	185,421	74,168	111,253	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	20,041	8,016	12,025	
10 Payroll taxes	22,957	9,183	13,774	
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	48,740	19,496	29,244	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.)	6,666	4,382	2,284	
12 Advertising and promotion	4,120	1,648	2,472	
13 Office expenses	12,913	5,165	7,748	
14 Information technology				
15 Royalties				
16 Occupancy	34,347	13,739	20,608	
17 Travel	17,474	1,001	16,473	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	25,487	3,490	21,997	
23 Insurance	11,046	4,419	6,627	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a INSTRUCTOR FEES	78,418	78,418		
b SUPPLIES	32,402	25,905	6,497	
c EXHIBIT EXPENSES	24,426	22,869	1,557	
d MISCELLANEOUS	7,830	3,921	3,909	
e All other expenses	13,211	8,539	4,672	
25 Total functional expenses. Add lines 1 through 24e	642,491	326,156	316,335	0
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720)				

Form 990 (2024)

NORMAN FIREHOUSE ART CENTER, INC**23-7112097**

Item 3.

Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest-bearing	42,089	1	74,996
	2 Savings and temporary cash investments	248,649	2	323,126
	3 Pledges and grants receivable, net	143,119	3	60,989
	4 Accounts receivable, net		4	
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use	2,587	8	1,017
	9 Prepaid expenses and deferred charges	10,978	9	7,041
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 339,121		
	b Less: accumulated depreciation	10b 87,601	10c	251,520
	11 Investments—publicly traded securities	178,390	11	185,579
	12 Investments—other securities. See Part IV, line 11		12	
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11		15	818,119
	16 Total assets. Add lines 1 through 15 (must equal line 33)	821,307	16	1,722,387
Liabilities	17 Accounts payable and accrued expenses	53,675	17	11,413
	18 Grants payable		18	
	19 Deferred revenue	27,601	19	34,899
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	81,276	26	46,312
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here ☒ and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	593,694	27	702,865
	28 Net assets with donor restrictions	146,337	28	973,210
	Organizations that do not follow FASB ASC 958, check here ☐ and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	740,031	32	1,676,075
	33 Total liabilities and net assets/fund balances	821,307	33	1,722,387

Form **990** (2024)

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	690,294
2	Total expenses (must equal Part IX, column (A), line 25)	2	642,491
3	Revenue less expenses. Subtract line 2 from line 1	3	47,803
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	740,031
5	Net unrealized gains (losses) on investments	5	15,437
6	Donated services and use of facilities	6	-64
7	Investment expenses	7	
8	Prior period adjustments	8	872,868
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	1,676,075

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

	Yes	No
1 Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both. ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis		X
b Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both. ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	X	
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	X	
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?		X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits		

Name of the organization

NORMAN FIREHOUSE ART CENTER, INC

Employer identification number

23-7112097

Part I

Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

- The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)
- 1

☐

A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2

☐

A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3

☐

A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4

☐

A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5

☐

An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6

☐

A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7

☒

An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8

☐

A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9

☐

An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10

☐

An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11

☐

An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12

☐

An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a

☐

Type I. A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b

☐

Type II. A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c

☐

Type III functionally integrated. A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d

☐

Type III non-functionally integrated. A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e

☐

Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f

☐

Enter the number of supported organizations _____
- g

☐

Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Schedule A (Form 990) 2024

NORMAN FIREHOUSE ART CENTER, INC 23-7112097

Item 3.

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	273,926	195,948	241,385	343,013	483,697	1,537,969
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	273,926	195,948	241,385	343,013	483,697	1,537,969
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						1,537,969

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
7 Amounts from line 4	273,926	195,948	241,385	343,013	483,697	1,537,969
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	12,073	12,641	13,378	15,232	4,045	57,369
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)					3,775	3,775
11 Total support. Add lines 7 through 10						1,599,113
12 Gross receipts from related activities, etc. (see instructions)					12	223,541

13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2024 (line 6, column (f), divided by line 11, column (f))	14	96.18 %
15 Public support percentage from 2023 Schedule A, Part II, line 14	15	94.94 %
16a 33 1/3% support test — 2024. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ☒		
b 33 1/3% support test — 2023. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ☐		
17a 10%-facts-and-circumstances test — 2024. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ☐		
b 10%-facts-and-circumstances test — 2023. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ☐		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ☐		

Schedule A (Form 990) 2024

Schedule A (Form 990) 2024

NORMAN FIREHOUSE ART CENTER, INC**23-7112097**

Item 3.

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II.
If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						
14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2024 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2023 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2024 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2023 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests — 2024. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

b 33 1/3% support tests — 2023. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Schedule A (Form 990) 2024

Schedule A (Form 990) 2024

NORMAN FIREHOUSE ART CENTER, INC**23-7112097**

Item 3.

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Schedule A (Form 990) 2024

Schedule A (Form 990) 2024

NORMAN FIREHOUSE ART CENTER, INC**23-7112097**

Item 3.

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?		
11a		
b A family member of a person described on line 11a above?		
11b		
c A 35% controlled entity of a person described on line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.		
11c		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
1		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		
2		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		
1		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
1		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s), or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
2		
3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		
3		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
a ☐ The organization satisfied the Activities Test. Complete line 2 below.			
b ☐ The organization is the parent of each of its supported organizations. Complete line 3 below.			
c ☐ The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).			
2 Activities Test. Answer lines 2a and 2b below.			
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to each of its supported organizations, and how the organization determined that these activities constituted substantially all of its activities.			
2a			
b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.			
2b			
3 Parent of Supported Organizations. Answer lines 3a and 3b below.			
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No," provide details in Part VI.			
3a			
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.			
3b			

Schedule A (Form 990)

Schedule A (Form 990) 2024

NORMAN FIREHOUSE ART CENTER, INC**23-7112097**

Item 3.

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (<i>explain in detail in Part VI</i>):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Schedule A (Form 990) 2024

Schedule A (Form 990) 2024

NORMAN FIREHOUSE ART CENTER, INC**23-7112097**

Item 3.

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D – Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required—provide details in Part VI)	5
6	Other distributions (describe in Part VI). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8
9	Distributable amount for 2024 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E – Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2024	(iii) Distributable Amount for 2024
1 Distributable amount for 2024 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2024 (reasonable cause required—explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2024			
a From 2019			
b From 2020			
c From 2021			
d From 2022			
e From 2023			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2024 distributable amount			
i Carryover from 2019 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2024 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2024 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2024, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
6 Remaining underdistributions for 2024. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7 Excess distributions carryover to 2025. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2020			
b Excess from 2021			
c Excess from 2022			
d Excess from 2023			
e Excess from 2024			

Schedule A (Form 990) 2024

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

PART II, LINE 10 - OTHER INCOME DETAIL

GIFT SHOP

\$

3,775

Name of the organization	Employer identification number
NORMAN FIREHOUSE ART CENTER, INC	23-7112097

Organization type (check one):

Filers of:	Section:
Form 990 or 990-EZ	☒ 501(c)(3) (enter number) organization
	☐ 4947(a)(1) nonexempt charitable trust not treated as a private foundation
	☐ 527 political organization
Form 990-PF	☐ 501(c)(3) exempt private foundation
	☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation
	☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.
Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

☐ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

☒ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33¹/₃% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year \$

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

Name of organization

NORMAN FIREHOUSE ART CENTER, INC

Employer identification number

23-7112097**Part I** Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	ALLIED ARTS FOUNDATION 1015 N BROADWAY, STE 200 OKLAHOMA CITY OK 73102	\$ 43,010	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
2	CITY OF NORMAN 201 W GRAY NORMAN OK 73069	\$ 120,000	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
3	COMMUNITY FOUNDATION OF OKLAHOMA PO BOX 21210 OKLAHOMA CITY OK 73156	\$ 120,000	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
4	FIRST UNITED BANK 801 12TH AVE NE NORMAN OK 73071	\$ 11,000	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
5	MCCASLAND FOUNDATION PO BOX 1702 DUNCAN OK 73534	\$ 10,000	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
6	NORMAN ARTS COUNCIL 210 E MAIN STE 223 NORMAN OK 73069	\$ 26,700	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
NORMAN FIREHOUSE ART CENTER, INC	23-7112097

Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
7	OKLAHOMA ARTS COUNCIL PO BOX 52001-2001 OKLAHOMA CITY OK 73152-2001	\$ 74,523	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
8	THE KIRKPATRICK FAMILY FUND PO BOX 1146 OKLAHOMA CITY OK 73101	\$ 15,000	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

SCHEDULE D**(Form 990)**

(Rev. December 2024)

Department of the Treasury
Internal Revenue Service**Supplemental Financial Statements**Complete if the organization answered "Yes" on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.OMB No. Item 3.**Open to Public
Inspection**

Name of the organization

Employer identification number

NORMAN FIREHOUSE ART CENTER, INC**23-7112097****Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts**

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No		
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No		

Part II Conservation Easements

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (for example, recreation or education)	☐ Preservation of a historically important land area
☐ Protection of natural habitat	☐ Preservation of a certified historic structure
☐ Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included on line 2a	2c
d Number of conservation easements included on line 2c acquired after July 25, 2006, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year

4 Number of states where property subject to conservation easement is located

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year \$

8 Does each conservation easement reported on line 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items.

(i) Revenue included on Form 990, Part VIII, line 1	\$
(ii) Assets included in Form 990, Part X	\$

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items.

a Revenue included on Form 990, Part VIII, line 1	\$
b Assets included in Form 990, Part X	\$

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply).

- a** ☐ Public exhibition **d** ☐ Loan or exchange program
b ☐ Scholarly research **e** ☐ Other

c ☐ Preservation for future generations

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table.

- c** Beginning balance
d Additions during the year
e Distributions during the year
f Ending balance

	Amount
1c	
1d	
1e	
1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII ☐

Part V Endowment Funds

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	90,406	83,517	81,762	95,696	82,137
b Contributions					
c Net investment earnings, gains, and losses	12,074	11,969	6,752	-9,037	18,271
d Grants or scholarships					
e Other expenditures for facilities and programs	4,335	4,249	4,199	4,010	3,841
f Administrative expenses	910	831	798	887	871
g End of year balance	97,235	90,406	83,517	81,765	95,696

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a** Board designated or quasi-endowment %
b Permanent endowment **100.00** %
c Term endowment %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i)** Unrelated organizations?
(ii) Related organizations?

	Yes	No
3a(i)	X	
3a(ii)		X
3b		

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings		19,150	19,150	
c Leasehold improvements		186,716	25,547	161,169
d Equipment				
e Other		133,255	42,904	90,351
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, line 10c, column (B))				251,520

Part VII Investments – Other Securities

Complete if the organization answered “Yes” on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, line 12, col. (B))		

Part VIII Investments – Program Related

Complete if the organization answered “Yes” on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, line 13, col. (B))		

Part IX Other Assets

Complete if the organization answered “Yes” on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) IN-KIND LEASE RECEIVABLE	5,638,750
(2) DISCOUNT ON IN-KIND LEASE RECEIVABLE	-4,820,631
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, line 15, col. (B))	818,119

Part X Other Liabilities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, line 25, col. (B))	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII

Part XIReconciliation of Revenue per Audited Financial Statements With Revenue per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	803,167
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	15,437
b	Donated services and use of facilities	2b	97,436
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	112,873
3	Subtract line 2e from line 1	3	690,294
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5	690,294

Part XIIReconciliation of Expenses per Audited Financial Statements With Expenses per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	739,991
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	97,500
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	97,500
3	Subtract line 2e from line 1	3	642,491
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5	642,491

Part XIIISupplemental Information

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART V, LINE 4 - INTENDED USES FOR ENDOWMENT FUNDS
THE INTENDED USE OF THE ENDOWMENT FUNDS IS TO PROVIDE ADDITIONAL FUNDING FOR THE ORGANIZATION'S PROGRAMS AND ACTIVITIES AS NEEDED.

PART X - FIN 48 FOOTNOTE
THE CENTER BELIEVES THAT IT HAS APPROPRIATE SUPPORT FOR ANY TAX POSITIONS TAKEN, AND AS SUCH, DOES NOT HAVE ANY UNCERTAIN TAX POSITIONS THAT ARE MATERIAL TO THE FINANCIAL STATEMENTS.

195

SCHEDULE O
(Form 990)

(Rev. December 2024)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

Open to Public
Inspection

Name of the organization

NORMAN FIREHOUSE ART CENTER, INC

Employer identification number

23-7112097

FORM 990, PART III, LINE 4B - SECOND ACCOMPLISHMENT
THE FIREHOUSE OFFERS ADULT VISUAL ARTS CLASSES AND WORKSHOPS TO APPROXIMATELY 780 INDIVIDUALS EACH YEAR. CLASSES ARE OFFERED IN A VARIETY OF MEDIUMS, INCLUDING PAINTING, DRAWING, JEWELRY MAKING, GLASS, PRINTMAKING, PHOTOGRAPHY, AND CERAMICS. THE FIREHOUSE'S ACCESSIBILITY PROGRAMMING REACHES AN ADDITIONAL 450 INDIVIDUALS AND INCLUDES THE HEALING STUDIO FOR ADULTS WITH DISABILITIES, HEALING OUTREACH FOR INDIVIDUALS AT ASSISTED LIVING HOMES, FIREHOUSE EQUALITY CLUB FOR 2SLGBTQIA+ INDIVIDUALS AND THEIR FAMILIES, AND ART FORCES FOR U.S. MILITARY VETERANS AND ACTIVE SERVICE MEMBERS. THE FIREHOUSE ALSO PROVIDES VISUAL ARTS EXPERIENCES THROUGH OUTREACH AT OKC METRO EVENTS TO ENCOURAGE VISUAL ARTS LEARNING, CREATIVE THINKING, AND SELF-EXPRESSION, REACHING OVER 22,000 INDIVIDUALS ANNUALLY.

FORM 990, PART III, LINE 4D - ALL OTHER ACCOMPLISHMENTS
COMMUNITY EVENTS/OTHER

FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990
THE RETURN IS REVIEWED AND APPROVED BY THE ORGANIZATION'S EXECUTIVE DIRECTOR, ACCOUNTANT, AND THE BOARD OFFICERS.

FORM 990, PART VI, LINE 12C - ENFORCEMENT OF CONFLICTS POLICY
OFFICERS, DIRECTORS, AND KEY EMPLOYEES ARE REQUIRED TO DISCLOSE ON AN ONGOING BASIS ANY KNOWN OR POTENTIAL CONFLICTS OF INTEREST. FAILURE TO DISCLOSE WILL RESULT IN DISCIPLINARY OR CORRECTIVE ACTION.

FORM 990, PART VI, LINE 15A - COMPENSATION PROCESS FOR TOP OFFICIAL
THE BOARD OF DIRECTORS FOR THE FIREHOUSE DID A COMPARATIVE STUDY FOR THE EXECUTIVE DIRECTOR'S SALARY, LOOKING AT JOB DESCRIPTIONS, RESPONSIBILITIES AND RELATIVE BUDGET SIZE. THROUGH THIS STUDY, THEY DETERMINED THE CURRENT COMPENSATION.

FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION
THE ORGANIZATION MAKES ITS GOVERNING DOCUMENTS, CONFLICT OF INTEREST POLICY, AND FINANCIAL STATEMENTS AVAILABLE TO THE PUBLIC UPON REQUEST.

Taxable Interest on Investments

Description	Amount	Unrelated Business	Exclusion Code	Postal Code	Acquired after 6/30/75	US Obs (\$ or %)
	\$ 4,045		14			
TOTAL	\$ 4,045					

Federal Statements

Form 990, Part IX, Line 11g - Other Fees for Service (Non-employee)

Description	Total Expenses	Program Service	Management & General	Fund Raising
OTHER FEES	\$ 6,666	\$ 4,382	\$ 2,284	\$
TOTAL	\$ 6,666	\$ 4,382	\$ 2,284	\$ 0

Form 990, Part IX, Line 24e - All Other Expenses

Description	Total Expenses	Program Service	Management & General	Fund Raising
DISCOUNTS	\$ 5,425	\$ 5,425		\$
TECHNOLOGY	4,315	1,726	2,589	
MEALS AND ENTERTAINMENT	3,471	1,388	2,083	
TOTAL	\$ 13,211	\$ 8,539	\$ 4,672	\$ 0

Federal Statements

Schedule A, Part II, Line 1(e)

Description	Amount
MEMBERSHIP DUES AND ASSESSMENTS	\$ 21,822
GOVERNMENT GRANTS OR CONTRIBUTIONS	61,483
IN-KIND CONTRIBUTIONS	12,300
CONTRIBUTIONS	388,092
TOTAL	\$ 483,697

Schedule A, Part II, Line 8(e)

Description	Amount
	\$ 4,045
TOTAL	\$ 4,045

Schedule A, Part II, Line 12 - Current year

Description	Amount
CLASSES	\$ 191,811
SPECIAL EVENTS	6,966
GIFT SHOP	24,764
TOTAL	\$ 223,541



2025-2026
FIREHOUSE ART CENTER
BOARD OF DIRECTORS AND STAFF
 normanfirehouse.com

DIRECTORS

Chair: Allison Palmer – (c) 405-596-5816 – 726 Long Circle, Norman, OK 73071 – apalmer@ou.edu (University of Oklahoma) (1st Term Start: February 2024)

Vice Chair: John Downs – (c) 405-361-3577 – 221 Merkle Drive, Norman, OK 73069 – johndowns@gmail.com (1st Term Start: November 2024)

Treasurer: Tanya Ingels – (c) 405-820-5593 – 2020 Hallbrooke Drive, Norman, OK 73071 – s-t-ingels@sbcglobal.net (Optometrist) (1st Term Start: November 2023)

Secretary: Ricci McManaman – (c) 405-990-1069 – 701 Dakota St, Norman, OK 73069 – riccimcmanaman@gmail.com (Clinical Outcomes Specialist – Norman Regional Health System) (1st Term Start: November 2023)

Dr. Jeff Buyten – (c) 405-301-0648 – 4117 Bentbrook Place, Norman, OK 73072 – jbuyten@gmail.com (Medical Doctor – Oklahoma Otolaryngology Associates) (1st Term Start: October 2023)

Richard McKown – (c) 405-637-8742 – 4409 Cannon Drive, Norman, OK 73072 – mckownrichard@mac.com – (Real Estate Developer – SSLM Development LLC) (1st Term Start: October 2022)

Doug Casebeer – (c) 970-379-0339 - 4308 Mae Belle Ct. Noble, OK 73068 - casebeerartworks@gmail.com (Ceramicist) (1st term start: April 2025)

Dr. Glenda Hufnagel – (c) 405-820-2801 – 1704 Homeland, Norman, OK 73072 - gahufnagel@ou.edu – (1st Term Start: September 2024)

Colton Bartholomew – (c) 405-833-7537 – 16825 Picasso Dr, OKC, OK 73170 – crjbartholomew@gmail.com (1st Term Start: January 2026)

Susan Barnes – (c) 405-623-7661 – 2701 McGee Dr, Norman, OK 73072 – susanb@restore-bh.com (1st Term Start: April 2026)



FIREHOUSE ART CENTER

Item 3.

STAFF

Full Time Staff

Executive Director/Curator: Andy Couch – (c) 580-484-0876 – 1908 Vine Street, Norman, OK 73071 – andy@normanfirehouse.com

Grants and Development Manager: Nikki Krumwiede – (c) 417-399-0429 – 2212 Cowan Place, Moore, OK 73160 – nikki@normanfirehouse.com

Studio and Programs Manager: Casey Gilman – (c) 405-550-4115 – 216 Atterberry Dr. Norman, OK 73071 - casey@normanfirehouse.com

Art Educator: Lumen Miramontes (they/them) – 419-206-8189 – 1332 Barbour Street, Norman, OK 73069 lumen@normanfirehouse.com

Part-Time Staff

Programs and Administrative Assistant: Savannah Tallbear

Studio Tech: Logan Casebeer

Gift Shop Assistant: Katie Widmann

Education Assistant (Art Sparks): Esther Hicks

Education Assistant: OU Federal Work Study Student

Contract

Accounting: Sherry Bennett, CPA

Marketing: Lexi Smith, Arrow Marketing Media Consulting



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/06/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTERS: Rick Parish, Westwood Golf Professional
Paul Krout, Westwood Golf Maintenance Superintendent

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR
POSTPONEMENT OF THE ANNUAL REPORT FROM WESTWOOD
GOLF AND GOLF MAINTENANCE

DISCUSSION:

The Westwood Golf Course was designed in 1967 by golf architect Floyd Farley and later redesigned in 2003 by Tripp Davis. The 6,200-yard course was recently renovated and features wide, tree-lined fairways, gently contoured greens, 20 traps, and several water hazards. The challenging, yet playable course, is perfect for the weekend golfer or the advanced competitor. Open year-round, Westwood is well-known throughout the metropolitan area as an excellent municipal golf course that consistently offers exceptional greens. Along with the course itself, the facility features an on-site driving range (featuring "Lunch and Launch" on weekdays), practice putting and chipping greens, a clubhouse, a golf shop, a restaurant, and an outdoor scoreboard with an adjoining patio. Rates are affordable, and tee times and professional lessons are both available daily. Every year, the course hosts The Westwood Invitational, a 3-day, 54-hole stroke-play tournament that usually takes place around July 4th. It is one of the state's largest and longest-running tournaments.

RECOMMENDATION:

Staff recommends submitting the Westwood Golf annual report to the City Council once the Board of Park Commissioners accepts the annual report.

WESTWOOD GOLF



EXECUTIVE SUMMARY

Westwood Golf Course has demonstrated strong financial performance in FY26, with revenue through April reaching \$1,352,228.02, up significantly from \$958,756.57 during the same period in FY25, and surpassing last year's total revenue of \$1,179,327.12. To further enhance engagement and growth, we are launching a new couples league and expanding participation. As we host the 51st Westwood Invitational, we are introducing two new player categories to revitalize attendance. While the closure of the driving range since December 2025 has impacted revenue, its forthcoming reopening will improve operational resilience, increase revenue, and enhance the overall player experience by enabling quicker post-weather recovery and improved access to range balls.

FACILITY, PROGRAM, OR DIVISION OVERVIEW

Westwood Golf Course is dedicated to growing the game of golf and positioning itself as a premier destination for individual and family recreation, social connection, and community engagement—serving both Norman residents and golfers from across the state. Our professional teaching staff actively promote the sport and foster skill development at all levels. We are committed to supporting youth through our Free Junior Clinic, Junior Academy, U.S. Kids, and First Tee programs. To drive revenue growth, we are focused on increasing rounds played, expanding memberships, boosting association and tournament participation, and cultivating junior, women's, and couples play. Westwood is open year-round, with play available from 7:00am to 9:00pm during peak summer hours.



FINANCIAL PERFORMANCE

In FY25, Westwood generated revenue of \$1,179,327.12. Pro shop expenses totaled \$646,793.88. Of these expenses, payroll accounted for \$374,418.96, services for \$95,351.87, and supplies for \$175,363.57. Pro shop merchandise expenses totaled \$156,682.86, while merchandise sales totaled \$204,780.89.



PARTICIPATION AND USAGE METRICS



Westwood recorded a total of 32,828 rounds played in FY25. Through April 30, 2025, there were 25,913 rounds played, compared to 32,399 rounds during the same period in FY26, reflecting significant year-over-year growth. This increase is partly attributed to a rise in junior play, following Jimmie Austin OU Golf Course discontinuing Junior Memberships. Additionally, The Trails was closed for greens renovation at the start of FY26, and Jimmie Austin is currently undergoing greens renovation.



Programs, Events, and Services

Westwood Men's Golf Association

The Thursday League begins in March and ends in October each year. There are currently 38 teams in the league, each with up to six players. This puts the league at approximately 228 players. Saturday League begins in March and runs into August. The league conducts tournaments every other Saturday. The league concludes with the Westwood Two-Man Club Championship and the Westwood Individual Club Championship.

Westwood Lady's Play Day

The ladies' group meets every Thursday morning, weather permitting, and consistently fields three to four groups during peak summer months. While there is no formal championship, the group emphasizes year-round play and social camaraderie.

Senior Play Days

Senior Play Day is held every Tuesday morning, beginning in April and culminating with the Westwood Senior Championship in October.

Westwood Couples League

The Couples League, launched this year, began play on March 22 and meets one Sunday each month through September. Fourteen couples are currently enrolled, and we are actively encouraging additional participation to grow the league.

Programs, Events, and Services

51st Annual Westwood Invitational

The 51st Annual Westwood Invitational, held July 3–5, 2026, stands as one of Oklahoma’s longest-running and most distinguished golf tournaments. While participation has recently declined due to increasingly busy family schedules, this year we introduced two new flights, a Ladies Flight and Senior Flight—designed to increase engagement and offer flexibility, with both playing during the first two days of the event.

High School Golf

Westwood serves as the primary practice facility for several area schools, including Norman High, Norman North, CCS, Southmoore, and Norman Middle Schools, providing access Monday through Friday. Southmoore hosts three major tournaments each spring at Westwood: the Sabercat JV 9-Hole Tournament (42 players), the Sabercat Girls Invitational (83 players), and the Sabercat Boys Invitational (121 players). Additionally, Westwood proudly hosts the Robert O. Smith Spring Break Invitational, welcoming 58 players each year.

First Tee OKC

Westwood proudly partners with First Tee OKC to host three seasonal sessions—Spring, Summer, and Fall—each running for seven weeks on Wednesday evenings. These programs provide valuable instruction and opportunities for youth to develop their golf skills and character in a supportive environment.



Programs, Events, and Services

U.S. Kids

Westwood has become one of the most popular destinations for U.S. Kids events, expanding from hosting two tournaments annually to four. Participation remains strong, with a combined total of 413 youth competitors in 2023, 387 in 2024, and 440 in 2025.

South Central PGA, Junior Tour

Westwood is widely recognized as a premier host site for the South Central Junior Tour. From the outset, we have provided on-course rules officials and dedicated scorers for all youth divisions—a commitment that is consistently appreciated by parents. Each year, Westwood welcomes 90 junior players to this prestigious event.

Free Junior Clinic

Free Junior Clinic. Westwood hosts a complimentary two-day golf clinic every June for youth ages 6 to 17, focused on introducing young players to the fundamentals of the game in a fun, welcoming environment. The clinic consistently draws strong participation and serves as an entry point for many children to pursue the sport further through our additional junior programs and leagues.

Westwood Junior Academy

Westwood Junior Academy is offered on Tuesdays and Wednesdays throughout June and July each year, providing engaging, 90-minute sessions for youth ages 8 to 17. The academy fosters skill development, teamwork, and a passion for the game. The program culminates in the Junior Academy Championship, followed by a celebratory pizza party that brings together 80 to 90 enthusiastic participants.

Pro Shop Discount

Westwood Golf Course offers a 10% merchandise discount to Annual Members, Men's Association Members, and Ladies' Association Members. This benefit is designed to recognize and reward member loyalty while encouraging continued engagement with the club.



STAFFING AND OPERATIONS

Rick Parish, Golf Operations Manager/PGA Professional - Full Time

Tyler Baumann, Program Coordinator. PGA Golf Assistant – Full Time

Zaine Crawford, Golf Shop Assistant – Permanent Part Time

Lonnie Burks, Mitch Nauman, Gary Holm, Doug Dority, and Jay Gibson
Golf Shop Attendant – Part Time

The opening staff works until 2:00 p.m., with the closing staff arriving at 1:00 p.m. This one-hour overlap ensures a smooth transition between shifts, allowing the opener to complete daily tasks and communicate essential information to the closer, ensuring seamless operations.

The pro shop staff is responsible for all aspects of daily operations, including opening and closing procedures, managing tee times and pace of play, setting up and overseeing tournaments, and coordinating program logistics. In addition to maintaining a clean and organized pro shop, staff members are knowledgeable about golf equipment for retail sales and supervise the Golf Course Attendants (Cart and Range).

Golf Course Attendant/Cart and Range Personnel – Part Time

During peak months, Golf Course Attendants begin their shifts at 9:00 a.m. and work until 2:00 p.m. to ensure range balls are consistently available for players. Two closing attendants support evening operations: typically, one arrives at 2:00 p.m. and another at 4:00 p.m., except during tournaments or weekends, when both closers start at 2:00 p.m.

Attendants share key responsibilities: one focuses on maintaining the driving range, and the other on managing the fleet of golf carts, including washing, organizing, and securing the carts each night. Additional shared duties include shop maintenance, cleaning restrooms, retrieving water coolers, and closing facilities on the course, ensuring a clean and welcoming environment for all guests.

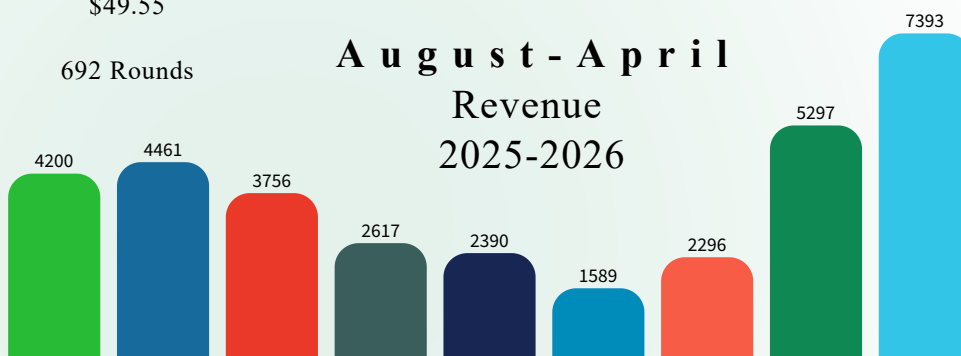


Marketing

Westwood utilizes a multi-channel approach to communication and marketing. BOLD Multimedia serves as our primary social media outlet and print designer, managing content creation and transforming program and tournament flyers into engaging graphics for our video board at the first tee box. This video board keeps our patrons informed about all upcoming events. For magazine and radio advertising, we partner with KREF/Boyd Street to expand our outreach with radio, print, and live remotes.

Our collaboration with Golf Now, a leading third-party tee sheet provider, has been instrumental in maximizing tee time utilization and filling open slots daily. Additionally, our ongoing partnership with Youth on Course supports affordable access for junior golfers, who pay just \$3 for green fees. We then submit member check-ins to Youth on Course, which reimburses us \$9 per junior round, providing value to both young players and the course.

Average Per Round
\$49.55



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LUNCH & LUNCH

211

STRATEGIC PRIORITIES AND OUTLOOK

Our priorities remain focused on **enhancing membership programs** and **expanding Men's, Ladies', Junior, and Family outings** to foster loyalty and increase participation. We are dedicated to **continuous course improvement** and to providing an **exceptional golf experience marked by outstanding customer service.**

As we look ahead, Westwood Golf Course is committed to building on this year's achievements and strengthening our role as a valued community destination. With the support of our members, staff, and partners, we are confident in our ability to deliver lasting value, elevate the game of golf, and ensure a vibrant future for all who visit Westwood.



Westwood Golf Course

2025 Annual Maintenance Report

Executive Summary

2025 was marked by strong playing conditions, major infrastructure improvements, and responsible fiscal management. Greens remained in excellent condition, significant progress was made on the driving range renovation, and maintenance operations were completed while closely managing labor and operating expenses. Total maintenance expenditures were approximately \$898,055 compared with a revised budget of \$889,984 (101.0% of budget). Labor costs totaled approximately \$407,213 versus a budget of \$395,433 (103.0%), primarily due to overtime and staffing demands associated with renovation projects and peak-season maintenance. These investments supported improved course conditions and long-term asset value.

Facility Overview

Westwood Golf Course is an 18-hole municipal golf facility operated by the City of Norman Parks and Recreation Department. The maintenance division is responsible for all playing surfaces, irrigation infrastructure, trees, lakes, equipment maintenance, and capital improvements.

Westwood Golf Course 2025 Annual Maintenance Report

Overview

This annual report summarizes the golf course maintenance operations at Westwood Golf Course during the 2025 calendar year. The maintenance program focused on turf quality, efficient irrigation, weed control, tree management, and capital improvement projects, most notably the driving range renovation and grass bunker improvements.

Turfgrass Conditions

Throughout 2025, greens quality remained consistently high, ranging from 93% during peak summer stress periods to as high as 98% during optimal growing weather. Greens performance benefited from disciplined cultural practices, including bi-monthly sand topdressing and attentive irrigation management.

Minor heat-related blemishes were observed during summer months, but turf recovered

well as temperatures moderated. Greens entered dormancy in excellent condition and continued to perform at a high level through late fall and early winter with minimal mowing requirements.

Weed Management

The weed control program performed very effectively throughout the year. Weed pressure was largely confined to course perimeters, with successful control of goosegrass, crabgrass, dallisgrass, and spotted spurge. Continued adherence to this program has maintained clean and playable turf conditions in primary play areas.

Mowing Operations

Mowing demands increased significantly during peak growing seasons and periods of high play. Full mowing operations consumed the majority of available labor hours during these times. As growth slowed during fall and winter, mowing frequency was reduced to approximately once per week on greens.

Irrigation System Performance

The irrigation system operated efficiently and reliably throughout the year. Only minor repairs were required, and overall performance met or exceeded expectations. Proper irrigation management played a critical role in maintaining turf quality during heat stress periods and supporting renovation projects.

Tree Management

Tree trimming and dead tree removal remained an ongoing priority throughout the year. These efforts improved mowing efficiency, enhanced turf health, and contributed to improved pace of play. Tree management activities were completed as time and labor availability allowed.

Drainage and Sod Projects

Drainage improvements at the Number 7 pond were completed and prepared for sod installation, pending favorable weather conditions. Grass bunker renovations on holes 3, 14, and 16 were fully drained and prepared for sod, with final installation coordinated alongside driving range sod work.

Driving Range Renovation Project

A major focus of 2025 was the in-house driving range renovation. The project began with defining renovation boundaries and applying non-selective herbicide to remove existing vegetation. Subsequent phases included correcting irrigation deficiencies, evaluating and

improving drainage patterns, modifying topography to promote surface drainage, and planning irrigation expansion to perimeter areas.

The driving range was closed during December and January to allow uninterrupted progress. By mid-winter, drainage, irrigation, and grading objectives were being met, positioning the range for sod installation and an anticipated reopening in spring.

Acknowledgements

The ongoing success of Westwood Golf Course maintenance operations is made possible through strong leadership and collaboration. Sincere appreciation is extended to the City of Norman; Director of Parks and Recreation, Jason Olsen; Head Golf Professional, Rick Parish; administrative staff Karla Sitton and Esther Rojo; and the dedicated green staff at Westwood Golf Course. Their support and teamwork made the accomplishments of 2025 possible.

Financial Performance

2025 Maintenance Budget Summary:

- Revised Total Maintenance Budget: \$889,984
- Total Expenditures: \$898,055
- Budget Variance: -\$8,071 (101.0% utilized)

Labor:

- Revised Labor Budget: \$395,433
- Labor Expenditures: \$407,213
- Variance: -\$11,780 (103.0%)

Major operating variances included chemicals and agronomic materials associated with turf quality, irrigation improvements, and the driving range renovation. These investments were offset by savings in several operating accounts and resulted in only a modest overall budget variance.

Staffing and Operations

The maintenance operation consisted of full-time and seasonal employees performing mowing, irrigation, equipment maintenance, tree management, course setup, chemical applications, and renovation work. Staff also completed substantial in-house capital improvements, reducing outside contractor costs.

Strategic Priorities for 2026

Complete the driving range renovation and reopening, continue irrigation system improvements, maintain championship-quality greens, improve equipment reliability,

expand robotic mowing technology where practical, and continue controlling costs while preserving high-quality playing conditions.

GOLF MAINT EXPENSE

FOR 2025 12

			ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
29970231 Golf Maintenance									
29970231	44802	ISC FLTAR	0	0	18.40	5.78	.00	-18.40	100.0%
29970231	44811	ISC BLG OH	3,804	3,804	6,359.66	1,851.31	.00	-2,555.66	167.2%
29970231	44813	ISC BLG RP	35,234	33,004	30,219.15	2,829.42	.00	2,784.60	91.6%
29970231	44831	ISC RISKM	8,015	8,015	8,015.04	667.92	.00	-.04	100.0%
29970231	44840	ISC WORKCO	250	250	249.96	20.83	.00	.04	100.0%
29970231	44841	ISC UNEMP	149	149	149.00	.00	.00	.00	100.0%
29970231	45009	SE LIGHD	13,500	18,195	18,195.00	.00	.00	.00	100.0%
29970231	45101	POE FURNI	25,000	0	.00	.00	.00	.00	.0%
29970231	45199	POE OTHER	2,936	2,936	2,936.00	.00	.00	.00	100.0%
7312A 29 GOLF MTC SALARIES & BENEFIT									
29970231	42001	SAL FT	392,773	395,433	407,212.89	32,114.40	.00	-11,779.79	103.0%
29970231	42003	SAL TEMP	55,000	30,000	10,020.50	2,198.00	.00	19,979.50	33.4%
29970231	42110	OVT REG	8,250	8,250	10,192.59	663.39	.00	-1,942.59	123.5%
29970231	42111	OVT HOL	0	0	2,278.21	61.54	.00	-2,278.21	100.0%
29970231	42201	LONGEV	6,914	6,914	7,225.78	81.22	.00	-311.78	104.5%
29970231	42209	DENTALINS	6,160	6,160	6,159.92	473.84	.00	.08	100.0%
29970231	42210	MED INSUR	86,365	86,365	86,418.28	6,651.80	.00	-53.28	100.1%
29970231	42211	LIFE INSUR	346	346	379.71	33.24	.00	-33.71	109.7%
29970231	42225	SAFETY BON	400	400	650.00	.00	.00	-250.00	162.5%
29970231	42901	CS FICA	33,904	33,904	32,079.91	2,568.05	.00	1,824.09	94.6%
29970231	42902	CS RET EMP	34,674	34,674	36,260.56	2,798.24	.00	-1,586.56	104.6%
29970231	42997	CS PR ACC	0	0	3,567.75	3,567.75	.00	-3,567.75	100.0%
7313A 29 GOLF MTC SUPPLIES & MATERIA									
29970231	43102	OSM AG BOT	62,000	62,014	65,462.32	5,415.39	677.72	-4,126.30	106.7%
29970231	43116	OSM ISTDID	575	575	.00	.00	.00	575.00	.0%
29970231	43199	OSM MISC	2,600	10,251	7,366.37	4,895.11	.00	2,884.71	71.9%
29970231	43201	MS OS OIL	2,000	2,000	1,512.83	1,120.31	.00	487.17	75.6%
29970231	43202	MS OS TIRE	1,000	1,000	1,782.49	127.03	.00	-782.49	178.2%
29970231	43204	MS EQ PART	12,000	12,000	15,183.64	3,609.86	.00	-3,183.64	126.5%
29970231	43220	MS GOLF CT	4,000	4,000	3,191.62	.00	145.00	663.38	83.4%
29970231	43221	MS IRRIGAT	11,000	11,000	11,986.97	.00	.00	-986.97	109.0%
29970231	43301	CM CONCRET	0	0	37.84	.00	.00	-37.84	100.0%
29970231	43303	CM ROCKSAN	9,000	9,000	8,517.03	.00	.00	482.97	94.6%
29970231	43401	BM LUMBER	200	200	.00	.00	.00	200.00	.0%

GOLF MAINT EXPENSE

FOR 2025 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
29970231 43404 BM PAINT	400	400	211.09	.00	.00	188.91	52.8%
29970231 43499 BM OTHER	1,300	1,300	842.50	344.77	.00	457.50	64.8%
29970231 43502 UC SAFETY	400	400	634.80	.00	.00	-234.80	158.7%
29970231 43503 UC WEARING	1,225	1,225	597.41	145.78	.00	627.59	48.8%
29970231 43608 ME GOLF CO	3,000	3,000	3,791.17	498.60	.00	-791.17	126.4%
29970231 43699 ME OTHER	1,700	1,700	1,912.65	688.92	.00	-212.65	112.5%
29970231 43801 IS FLT FUE	9,237	9,237	6,271.09	1,802.28	.00	2,965.91	67.9%
7314A 29 GOLF MTC SERVICES & MAIN							
29970231 44211 MR PLTEQUI	500	500	.00	.00	.00	500.00	.0%
29970231 44229 MR CONT OT	2,250	2,250	4,946.39	.00	.00	-2,696.39	219.8%
29970231 44299 MR OTH MIS	17,500	25,305	.00	.00	.00	25,305.00	.0%
29970231 44341 US WATER	35,268	35,268	53,526.64	16,869.55	.00	-18,258.64	151.8%
29970231 44342 US SEWER	25,590	25,590	28,633.30	8,443.73	.00	-3,043.30	111.9%
29970231 44343 US TRASH	0	0	11,465.38	1,176.18	.00	-11,465.38	100.0%
29970231 44505 RL VEH MAC	100	100	.00	.00	.00	100.00	.0%
29970231 44599 RL OTHER	2,000	2,000	253.00	.00	.00	1,747.00	12.7%
29970231 44601 ET MEMBERS	45	45	1,145.00	.00	.00	-1,100.00	2544.4%
29970231 44604 ET WORKSH	250	250	95.00	.00	.00	155.00	38.0%
29970231 44799 MS OTHER	575	575	100.00	.00	.00	475.00	17.4%
TOTAL Golf Maintenance	919,389	889,984	898,054.84	101,724.24	822.72	-8,893.89	101.0%
TOTAL EXPENSES	919,389	889,984	898,054.84	101,724.24	822.72	-8,893.89	
GRAND TOTAL	919,389	889,984	898,054.84	101,724.24	822.72	-8,893.89	101.0%

** END OF REPORT - Generated by Esther Rojo **

GOLF MAINT EXPENSE

REPORT OPTIONS

	Field #	Total	Page Break	
Sequence 1	9	Y	N	Year/Period: 2025/12
Sequence 2	13	N	N	Print revenue as credit: Y
Sequence 3	0	N	N	Print totals only: N
Sequence 4	0	N	N	Suppress zero bal accts: Y
				Print full GL account: N
				Double space: N
				Roll projects to object: N
Report title:				Carry forward code: 1
GOLF MAINT EXPENSE				Print journal detail: N
				From Yr/Per: 2024/12
Print Full or Short description: S				To Yr/Per: 2024/12
Print MTD Version: Y				Include budget entries: Y
Print Revenues-Version headings: N				Incl encumb/liq entries: Y
Format type: 1				Sort by JE # or PO #: J
Print revenue budgets as zero: N				Detail format option: 1
Include Fund Balance: N				
Include requisition amount: Y				
Multiyear view: D				
Find Criteria				
Field Name	Field Value			
Org	29970231			
Object				
Project				
Rollup code				
Account type	Expense			
Account status				

GOLF MAINT EXPENSE

FOR 2026 12

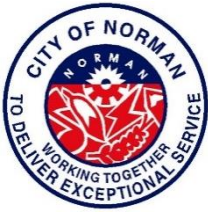
			ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
29970231 Golf Maintenance									
29970231	44802	ISC FLTAR	41	41	166.60	22.92	.00	-125.60	406.3%
29970231	44811	ISC BLG OH	6,218	6,218	7,945.36	675.29	.00	-1,727.36	127.8%
29970231	44813	ISC BLG RP	27,029	27,029	26,940.07	2,675.51	.00	88.93	99.7%
29970231	44831	ISC RISKM	7,992	7,992	7,992.00	1,332.00	.00	.00	100.0%
29970231	44840	ISC WORKCO	482	482	482.04	80.34	.00	-.04	100.0%
29970231	44841	ISC UNEMP	148	148	148.00	.00	.00	.00	100.0%
29970231	45009	SE LIGHD	89,146	89,146	89,146.00	.00	.00	.00	100.0%
7312A 29 GOLF MTC SALARIES & BENEFIT									
29970231	42001	SAL FT	423,055	423,055	426,236.12	32,681.23	.00	-3,181.12	100.8%
29970231	42003	SAL TEMP	46,466	35,966	12,948.50	.00	.00	23,017.50	36.0%
29970231	42110	OVT REG	8,250	8,250	14,196.18	1,601.26	.00	-5,946.18	172.1%
29970231	42111	OVT HOL	0	0	2,142.99	98.58	.00	-2,142.99	100.0%
29970231	42201	LONGEV	9,322	9,322	7,554.48	44.30	.00	1,767.52	81.0%
29970231	42209	DENTALINS	6,160	6,160	6,160.60	513.44	.00	-.60	100.0%
29970231	42210	MED INSUR	86,476	86,476	83,220.34	6,663.94	.00	3,255.66	96.2%
29970231	42211	LIFE INSUR	434	434	432.06	36.00	.00	1.94	99.6%
29970231	42225	SAFETY BON	800	800	800.00	.00	.00	.00	100.0%
29970231	42901	CS FICA	36,347	36,347	34,206.27	2,540.09	.00	2,140.73	94.1%
29970231	42902	CS RET EMP	37,456	37,456	38,217.78	2,926.16	.00	-761.78	102.0%
7313A 29 GOLF MTC SUPPLIES & MATERIA									
29970231	43102	OSM AG BOT	67,000	67,678	71,949.36	1,318.72	.00	-4,271.64	106.3%
29970231	43116	OSM ISTDID	500	500	768.13	95.32	.00	-268.13	153.6%
29970231	43199	OSM MISC	2,600	13,100	1,333.44	27.85	.00	11,766.56	10.2%
29970231	43201	MS OS OIL	2,000	2,000	1,518.02	.00	.00	481.98	75.9%
29970231	43202	MS OS TIRE	1,000	1,000	293.78	.00	.00	706.22	29.4%
29970231	43204	MS EQ PART	12,000	12,000	16,406.35	1,898.90	.00	-4,406.35	136.7%
29970231	43220	MS GOLF CT	4,000	4,145	5,584.29	.00	.00	-1,439.29	134.7%
29970231	43221	MS IRRIGAT	20,000	20,000	17,707.87	591.85	.00	2,292.13	88.5%
29970231	43301	CM CONCRET	0	0	18.98	18.98	.00	-18.98	100.0%
29970231	43303	CM ROCKSAN	7,500	7,500	7,009.77	.00	.00	490.23	93.5%
29970231	43401	BM LUMBER	200	200	.00	.00	.00	200.00	.0%
29970231	43404	BM PAINT	400	400	769.44	.00	.00	-369.44	192.4%
29970231	43499	BM OTHER	1,300	1,300	2,254.48	491.09	.00	-954.48	173.4%
29970231	43502	UC SAFETY	400	400	139.99	.00	.00	260.01	35.0%

GOLF MAINT EXPENSE

FOR 2026 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
29970231 43503 UC WEARING	1,225	1,225	1,128.85	.00	.00	96.15	92.2%
29970231 43608 ME GOLF CO	3,000	1,000	996.71	.00	.00	3.29	99.7%
29970231 43699 ME OTHER	1,200	1,200	1,087.06	.00	.00	112.94	90.6%
29970231 43801 IS FLT FUE	7,387	7,387	4,756.84	284.66	.00	2,630.16	64.4%
29970231 43802 IS FLT PAR	0	0	361.48	.00	.00	-361.48	100.0%
7314A 29 GOLF MTC SERVICES & MAIN							
29970231 44211 MR PLTEQUI	500	500	.00	.00	.00	500.00	.0%
29970231 44229 MR CONT OT	2,250	2,250	5,040.71	220.00	.00	-2,790.71	224.0%
29970231 44299 MR OTH MIS	2,500	2,500	.00	.00	.00	2,500.00	.0%
29970231 44341 US WATER	45,000	45,000	62,984.87	12,051.95	.00	-17,984.87	140.0%
29970231 44342 US SEWER	30,000	30,000	33,049.30	6,327.27	.00	-3,049.30	110.2%
29970231 44343 US TRASH	12,000	12,000	10,989.85	972.77	.00	1,010.15	91.6%
29970231 44505 RL VEH MAC	100	100	.00	.00	.00	100.00	.0%
29970231 44599 RL OTHER	500	500	322.00	.00	.00	178.00	64.4%
29970231 44601 ET MEMBERS	45	45	200.00	.00	.00	-155.00	444.4%
29970231 44604 ET WORKSH	250	250	.00	.00	.00	250.00	.0%
29970231 44799 MS OTHER	100	2,100	1,200.50	.00	.00	899.50	57.2%
TOTAL Golf Maintenance	1,010,779	1,011,602	1,006,807.46	76,190.42	.00	4,794.26	99.5%
TOTAL EXPENSES	1,010,779	1,011,602	1,006,807.46	76,190.42	.00	4,794.26	
GRAND TOTAL	1,010,779	1,011,602	1,006,807.46	76,190.42	.00	4,794.26	99.5%

** END OF REPORT - Generated by Esther Rojo **



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/06/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: UPDATE REGARDING THE FINANCIAL STATUS OF THE NORMAN FORWARD PROGRAM

DISCUSSION:

On October 13, 2015, Norman residents passed the Norman Forward (NF) initiative, which includes various quality-of-life projects, with a 1/2% sales tax to be collected over 15 years.

NF is a citizen-initiated proposal to renovate, expand, construct, and fund quality-of-life projects, such as multiple recreational facilities, libraries, parks, athletic venues, public art, trails, swim complexes, and other quality-of-life projects throughout Norman. The initiative came to the City Council from community groups, stakeholders, and Norman residents, who prepared an initial package using analysis and information from recreational planning professionals and research firms. Residents passed the initiative at the polls in October 2015.

At the February 24, 2026, Council Conference, Staff presented an update on the financial status of the NF Program, reviewing the original and revised project budgets and noting that most NF projects have been completed or are near completion. The program is now primarily focused on the remaining pay-as-you-go projects. Staff identified remaining projects as including Canadian River Park, Saxon Park, neighborhood park development and renovations, and trail development.

Staff reviewed financial projections and said the program could end with an estimated remaining fund balance of approximately \$11 million after completion of the authorized projects, estimated at approximately \$22.7 million. Staff presented a preliminary list of potential NF eligible projects that could be considered if excess funds remain available, to include: the purchase of Sutton Wilderness property currently leased from the State; acquisition of property for future softball/football complex; multi-purpose gym addition to the AWE; replacement of kidspace playground and/or construction of Miracle Field at Reaves Park; playground and restroom improvements and Griffin Park; pond and restroom improvements at Andrews Park; YFAC improvements including a weight room addition or payoff existing debt; trail and cross-country course upgrades at Ruby Grant Park; new feature at Westwood Family Aquatic Center; and System-wide park signage and wayfinding improvements.

The projects presented were for discussion only and were not listed in any priority order; the staff wanted to gather input from Council, the Park Board, and the CFOB before bringing any recommendations back for final Council consideration. Staff said some funds may need to be reserved for maintenance or replacement of NF improvements as facilities age.

Staff presented an update on the financial status of the NF Program to the Park Board at the April 2, 2026, meeting. At that time, the Board discussed the proposed projects and agreed all were valuable, but especially supported the City-Wide Park Signage project and the projects for Griffin, Andrews, and Reaves Parks because of the numerous events held in those parks.

Staff also presented an update on the financial status of the NF Program to the NF Sales Tax Citizen Financial Oversight Board on July 10, 2026. A presentation and a letter to the City Council reflecting their support for specific proposed projects are attached.

RECOMMENDATION:

Staff recommends that the Norman Board of Park Commissioners send the City Council the Park Department's staff recommendations for the project list related to the projected Norman Forward excess fund balance.



Norman Forward Program

Project	Original Norman Forward Budget	Revised Budget	Current Estimate
Canadian River Park	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Central Branch Library	\$ 39,000,000	\$ 39,000,000	\$ 35,010,261 *
East Branch Library	\$ 5,100,000	\$ 5,100,000	\$ 4,794,304 *
Griffin Land Acquisition	\$ 10,000,000	\$ 2,400,000	\$ 2,400,000 *
Young Family Athletic Center	\$ 22,500,000	\$ 50,468,966	\$ 50,468,966
Indoor Aquatic Center	\$ 14,000,000	\$ 15,341,218	\$ 15,341,218
Indoor Multi Sport Facility	\$ 8,500,000	\$ 12,082,670	\$ 12,082,670
James Garner Avenue Extension	\$ 6,000,000	\$ 11,472,905	\$ 11,472,905
Parks Projects	\$ 25,500,000	\$ 25,251,278	\$ 24,711,370
Westwood Tennis Center	\$ 1,000,000	\$ 1,801,278	\$ 1,801,277 *
Saxon Park	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Ruby Grant Park	\$ 6,000,000	\$ 6,150,000	\$ 6,146,426 *
Andrews Park	\$ 2,000,000	\$ 2,000,000	\$ 1,463,667 *
Existing Neighborhood Park Renovatic	\$ 6,500,000	\$ 6,500,000	\$ 6,500,000
New Neighborhood Park Developme	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
New Trail Development	\$ 6,000,000	\$ 4,800,000	\$ 4,800,000
Senior Citizens Center	\$ -	\$ 14,180,521	\$ 14,180,521
Sports Complex Projects	\$ 23,500,000	\$ 25,689,029	\$ 25,689,029
Reaves Park	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000
Softball & Football Complex	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000
Griffin Park Soccer Complex	\$ 11,000,000	\$ 13,189,029	\$ 13,189,029
Traffic Improvements	\$ 2,700,000	\$ 2,700,000	\$ 2,700,000
Westwood Family Aquatic Center	\$ 12,000,000	\$ 12,000,000	\$ 11,763,800 *
Total	\$ 148,300,000	\$ 176,082,178	\$ 171,010,635

* Final Cost



Norman Forward Projections

	FYE 2025	FYE 2026	FYE 2027	FYE 2028	FYE 2029	FYE 2030	FYE 2031	FYE 2032
	Actual	Budgeted	Projected	Projected	Projected	Projected	Projected	Projected
Beg. Fund Balance	\$ 8,125,188	\$ 10,248,636	\$ 7,721,205	\$ 12,366,822	\$ 16,901,560	\$ 21,483,743	\$ 27,175,798	\$ 24,863,452
							6 months	
Revenues:								
Sales Tax	\$ 11,847,749	\$ 12,928,778	\$ 13,058,066	\$ 13,319,227	\$ 13,585,612	\$ 13,857,324	\$ 7,067,235	\$ -
Use Tax	\$ 2,098,795	\$ 1,966,154	\$ 2,044,800	\$ 2,126,592	\$ 2,211,656	\$ 2,300,122	\$ 1,196,063	\$ -
Interest	\$ 301,738	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Donations/ Other	\$ 600,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ -
Transfers In	\$ -	\$ 686,810	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 14,848,282	\$ 15,996,742	\$ 15,517,866	\$ 15,860,819	\$ 16,212,267	\$ 16,572,446	\$ 8,678,299	\$ 15,000
Expenditures:								
Cap Proj. Paygo	\$ 2,585,129	\$ 8,431,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service 2015	\$ 5,987,485	\$ 6,189,327	\$ 6,173,671	\$ 6,144,341	\$ 5,827,394	\$ -	\$ -	\$ -
Debt Service 2017	\$ 2,529,968	\$ 2,481,300	\$ 3,226,000	\$ 3,458,800	\$ 3,980,800	\$ 5,588,400	\$ 3,491,400	\$ -
Debt Service 2020	\$ 1,194,105	\$ 978,061	\$ 1,011,820	\$ 1,244,645	\$ 1,325,180	\$ 4,775,945	\$ 6,983,200	\$ 2,124,045
Transfer - GF East Library	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ -
Transfer - GF Central Library	\$ 136,981	\$ 143,831	\$ 151,023	\$ 158,574	\$ 166,502	\$ 174,827	\$ 174,827	\$ -
Transfer - GF Ruby Grant Park	\$ 181,166	\$ 190,224	\$ 199,735	\$ 209,722	\$ 220,208	\$ 231,218	\$ 231,218	\$ -
Transfer - Westwood Fund	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ -
Total Expenditures	\$ 12,724,834	\$ 18,524,173	\$ 10,872,249	\$ 11,326,082	\$ 11,630,084	\$ 10,880,391	\$ 10,990,645	\$ 2,124,045
Ending Fund Balance	\$ 10,248,636	\$ 7,721,205	\$ 12,366,822	\$ 16,901,560	\$ 21,483,743	\$ 27,175,798	\$ 24,863,452	\$ 22,754,407



Norman Forward Remaining Projects & Funding

	Budget	Spent	Remaining Budget
Canadian River Park	\$ 2,000,000.00	\$ -	\$ 2,000,000.00
Saxon Park	\$ 2,000,000.00	\$ 121,622.62	\$ 1,878,377.38
New Neighborhood Park Development	\$ 2,000,000.00	\$ 1,139,290.31	\$ 860,709.69
Neighborhood Park Renovation	\$ 6,500,000.00	\$ 2,861,407.05	\$ 3,638,592.95
New Trail Development	\$ 4,800,000.00	\$ 1,511,683.00	\$ 3,288,317.00
		Total	\$ 11,665,997.02

Projected Final Fund Balance

Projected Ending Fund Balance	\$ 22,754,406.56
Remaining Projects Projection	\$ 11,665,997.02
Total	\$ 11,088,409.54



NF Possible Projects Summary

NF Additional Proposed Projects		
Purchase of Sutton Wilderness	\$	3,000,000.00
Purchase of land for multi-sports park	\$	2,500,000.00
AWE Gym Expansion	\$	2,500,000.00
Kids Space Reaves Park	\$	1,000,000.00
Miracle Field	\$	1,500,000.00
Griffin Park Playground	\$	750,000.00
Griffin Park Restroom Building	\$	500,000.00
Andrews Park Design Work (Pond & Restroom)	\$	250,000.00
Andrews Park Pond/Stormwater Construction	\$	2,000,000.00
Andrews Park Restroom Building	\$	500,000.00
YFAC Weight Room	\$	2,000,000.00
YFAC Bond Payoff	\$	2,500,000.00
Ruby Grant Trail Enhancement	\$	1,000,000.00
Westwood Family Aquatic Center - New Feature	\$	1,500,000.00
Park Signage Package	\$	550,000.00
	Total	\$ 22,050,000.00



Parks Department Recommendations

Parks Department Recommendations			
1	Andrews Park Design Work (Pond & Restroom)		\$250,000.00
2	Andrews Park Pond/Stormwater Construction		\$2,000,000.00
3	Andrews Park Restroom Building		\$500,000.00
4	Kids Space Reaves Park		\$500,000.00
5	AWE Gym Expansion		\$2,500,000.00
6	Griffin Park Playground		\$750,000.00
7	Griffin Park Restroom Building		\$500,000.00
8	Reaves Park Miracle Field		\$1,500,000.00
9	YFAC Weight Room		\$2,000,000.00
10	Park Signage Package		\$550,000.00
		Total	\$11,050,000.00



Andrews Park Updates



Andrews Park Updates
Estimated Cost: \$2,750,000

Survey, Engineering & Design
Pond & Stormwater Construction
Public Restroom Building



AWE Multipurpose Gym Expansion



AWE Multipurpose Gym
Estimated Cost: \$2,500,000

Indoor Gym w/ Walking Track



Reaves Park Updates



Reaves Park Updates
Estimated Cost: \$2,000,000

Kids Space Replace
Miracle Field



Griffin Park Updates



Griffin Park Updates

Estimated Cost: \$1,250,000

Highly Accessible Playground
Public Restroom Building



YFAC Updates



YFAC Updates
Estimated Cost: \$4,500,000

YFAC Weight Room (Match w/ Young Family)
YFAC Guest Tax Bond Payoff



Misc. Projects



Misc. Projects
Park Signage Package

\$550,000





Questions???





The City of NORMAN

201 West Gray, Bldg. C • P.O. Box 370
Norman, Oklahoma 73069 • 73070

Item 5.

OFFICE OF THE FINANCE DIRECTOR
Phone 405-366-5413
FAX: 405-366-5417

Honorable Mayor and City Council Members

201 West Gray Street
Norman, Oklahoma 73069

Dear Mayor Holman and City Council Members:

At its July 10, 2026, meeting, the Norman Forward Sales Tax Citizens Financial Oversight Board (CFOB) discussed the City of Norman Parks and Recreation Department's recommendation regarding the priority order for projects to be funded using projected future excess Norman Forward Sales Tax fund balances before unanimously approving the recommendation. The projected excess fund balance is based on City of Norman staff's financial projection of an ending Norman Forward Sales Tax Fund balance of \$11,088,409 in Fiscal Year Ending 2032, after completion of all currently authorized Norman Forward projects and debt service payments.

The recommended priority order for projects is as follows:

1 Andrews Park Design Work (Pond & Restroom)	\$ 250,000
2 Andrews Park Pond/Stormwater Construction	\$ 2,000,000
3 Andrews Park Restroom Building	\$ 500,000
4 Kids Space at Reaves Park	\$ 500,000
5 Adult Wellness & Education Center Gym Expansion	\$ 2,500,000
6 Griffin Park Playground	\$ 750,000
7 Griffin Park Restroom Building	\$ 500,000
8 Reaves Park Miracle Field	\$ 1,500,000
9 Young Family Athletic Center Weight Room*	\$ 2,000,000
10 Park Signage Update Package	\$ 550,000
Total	\$ 11,050,000

*amount contingent on potential match with the Young Family

The Parks and Recreation Department's recommendation included community input, and the expansion to the Adult Wellness & Education Center was a top priority.

We are glad to respond to any questions you may have regarding our discussion and this action.

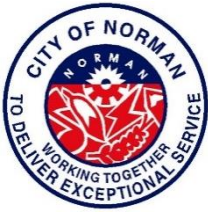
Sincerely,

Andy Rieger, Chair

Norman Forward Sales Tax Citizen's Financial Oversight Board

cc: Norman Forward Sales Tax Citizen's Financial Oversight Board Members

Darrel Pyle, City Manager/NMA General Manager
Clint Mercer, Finance Director
Jason Olsen, Parks and Recreation Director



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/06/2026

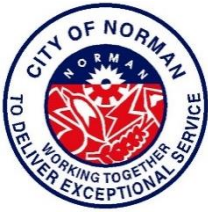
REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Cyriacus Igwilo, Interim Recreation Manager

ITEM TITLE: CAPRA UPDATE

DISCUSSION:

The Parks and Recreation Department has recently initiated the process of obtaining accreditation from the Commission for Accreditation of Park and Recreation Agencies (CAPRA), the only national accreditation available for park and recreation agencies. This accreditation serves as a valuable measure of an agency's overall quality of operation, management, and service to the community. Achieving CAPRA accreditation is the most effective way to demonstrate that our agency and its staff provide the highest level of service to the community.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/06/2026

REQUESTER: Jason Olsen

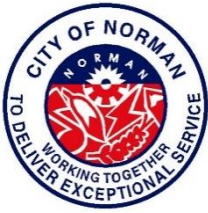
PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: NORMAN FORWARD UPDATE

DISCUSSION:

Norman Forward is a citizen-initiated proposal to renovate, expand, construct and fund Quality of Life projects, such as multiple recreational facilities, libraries, parks, athletic venues, public art, trails, swim complexes and other quality of life projects throughout Norman. The initiative came to the City Council from community groups, stakeholders and Norman residents, who prepared an initial package using analysis and information from recreational planning professionals and research firms. Citizens approved the initiative at the polls in October 2015.

The Director of Parks and Recreation will provide updates on park-related Norman Forward Projects.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 08/06/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: DIVISION UPDATE

DISCUSSION:

The Parks and Recreation Department manages the park systems, recreational facilities & programs, and the Westwood Complex and maintains city-owned buildings. The department comprises six functional divisions: Administration, Parks, Recreation, Parks Planning & Forestry, Facility Maintenance, and Westwood.

Each Division Manager will briefly overview recent programs and/or progress within their division.