



CITY OF NORMAN, OK
BOARD OF PARKS COMMISSIONERS MEETING
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069
Thursday, February 05, 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
NOVEMBER 6, 2025

DISCUSSION ITEMS

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PREVIOUSLY APPROVED CITY COUNCIL ITEMS
3. DISCUSSION REGARDING GIVING SPECIAL RECOGNITION TO HONOR FORMER PARK COMMISSIONERS AND JENNIFER BAKER FOR THEIR OUTSTANDING WORK TO THE PARKS AND RECREATION DEPARTMENT AND THE CITY OF NORMAN
4. ROOM TAX ELECTION UPDATE

ACTION ITEMS

5. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM THE SANTA FE DEPOT

6. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE OKLAHOMA MONARCH SOCIETY'S PATHWAYS FOR POLLINATORS AND PEOPLE PROJECT
7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM NORMAN SPORTS COMMISSION
8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PROPOSED PLAYGROUND DESIGNS FOR FOUR NEIGHBORHOOD PARKS

REPORTS

9. NORMAN FORWARD UPDATE
10. DIVISION UPDATE
11. UPDATE REGARDING THE COMMISSION FOR ACCREDITATION OF PARK AND RECREATION AGENCIES (CAPRA)

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: 02/05/2026

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 NOVEMBER 6, 2025

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 6th day of November, 2025, at 5:30 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 Isacksen, Nanny, Tedder-Loffland, Usry, Wright, and Wyckoff

Absent: Commissioners Davison and Fagin

City Officials

Present: Jason Olsen, Director of Parks and Recreation
Mitchell Richardson, Recreation Manager
Wade Thompson, Parks Manager
Karla Sitton, Administrative Technician IV

ITEM 1, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF MINUTES FROM THE SEPTEMBER 4, 2025, PARK BOARD REGULAR MEETING

Commissioner Isacksen made the motion, and Commissioner Wyckoff seconded to approve the Regular Park Board minutes of September 4, 2025. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners 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 ACTIONS

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

- Approval of the Firehouse Art Center Annual Report to the Board of Park Commissioners
- Approval of the Moore-Lindsay Historical House Museum Annual Report to the Board of Park Commissioners
- Resolution R-2526-61 transferring \$725,537.91 to Technology Place Street Extension from various projects for the Saxon Industrial Park Improvement Project.
- Approval of the Healthy Living Norman Annual Report to the Board of Park Commissioners
- Approval of the Sooner Theatre Annual Report to the Board of Park Commissioners
- Approval of the Westwood Park Golf & Tennis Facilities Master Plan Project
- Approval of the Urban Forest Master Plan by the Board of Park Commissioners
- Contract K-2526-99 with McKinney Partnership Architects, P.C., in the amount of \$52,600 for the Reaves Park Restroom & Ballfield Maintenance Buildings Design Project

ITEM 3, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE STERLING FIELDS PUD ADDITION

Sterling Fields Addition PUD is located south of Robinson Street, between 36th and 48th Avenues Northeast. It is being platted with large single-family lots in an area with no other residential neighborhoods nearby. The lots are just below the 1-acre size that would make this addition fall into the "Residential Estates (RE)" category, which is exempt from the Park Land Dedication Ordinance. This development would also yield \$4,425 in Neighborhood Park Development Fees and the same in Community Park Development fees once all building permits have been issued. A private park land decision would waive the collection of Neighborhood Park Development Fees and, instead, require that the same amount of funds be spent at a minimum when developing the private park for the addition. Community Park Development Fees would still be collected. The Developer would like to pursue a private park decision and, to that effect, has proposed two areas of open space in the plat, totaling 4.63 acres (excluding a 1.31-acre pond in the northern green space shown on the location map). The project is located in a part of town designated in the AIM Norman Planning document as "Low Urban" density, so that area could someday continue to develop into large residential lots. Currently, there are no plats filed for those areas west of Sterling Fields. Without that, the nearest public park is Royal Oaks Park, which is approximately 2.5 miles west and south of Sterling Fields PUD. A private park decision would make sense given the small amount of land required for a public park and the size of the individual lots, which would allow for at-home outdoor recreation for residents who choose to do so. Any private park land and/or Common Areas would have public access and be maintained by the mandatory Property Owners Association being created with this development. Staff supports the Developer's request and recommends that the Board of Park Commissioners make a private park decision for the Sterling Fields Addition PUD.

Commissioner Usry asked whether the proposed turnpike could pose a concern for the development. In response, Commissioner Tedder-Loffland asked that the Developer address the turnpike issue. The Developer stated that the turnpike situation remains uncertain and that they plan to wait for the Oklahoma Turnpike Authority's final decision on that area of Norman before proceeding with the development.

Commissioner Wright made the motion, and Commissioner Usry seconded to accept a private park decision for the Sterling Fields Addition PUD. The vote was taken with the following results:

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

NAY: None

ITEM 4, being:**CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR
POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE LIBERTY POINT PUD
ADDITION**

Liberty Point Addition PUD is located on the west side of State Highway 77 (Classen Boulevard) and north of Post Oak Road, extending half a mile in each direction. This is a large Planned Unit Development that features a mix of commercial shopping, various restaurant types, office space, multi-family residential units, and a large RV Park, as outlined in its current preliminary plat. The development is directly south of The Links Apartments and Golf Course, and the new four-acre Bluestem Park that the city is building along 24th Avenue SE in the southwest corner of The Links site. The other land uses indicated on the PUD do not require any park land dedication. This development will yield \$25,050 in Neighborhood Park Development Fees and the same amount in Community Park Development Fees, once all building permits have been issued. The Developer has requested a Fee-in-Lieu of Land decision for this project, with the collected fees assigned to the Bluestem Park development account, which will be developed in the coming months. The RV Park is not included in the park land calculation, as it is a commercial venture with no permanent residents to consider. If there is a change in use for the land shown on the plat, a new preliminary plat will be developed and presented to the Park Board, which may result in a different decision at that time. Based on the information presented at this time, it makes the most sense to accept a fee-in-lieu of land to avoid acquiring a small (under

2-acre) park in a predominantly retail and restaurant area, especially with a four-acre public park adjacent to the development.

Commissioner Nanny said he was concerned about the sidewalks from the residential neighborhood to the park and would like to see better pedestrian access. Mr. James Briggs, Park Development Manager, stated that the Developer will be required to construct sidewalks on all the streets. Commissioner Nanny asked how pedestrians would get from the proposed addition to 24th Avenue, and Mr. Briggs said the City will likely create a sidewalk on 24th Avenue. Commissioner Tedder-Loffland inquired about how RV Park users will access Bluestem Park. The Developer said the RV Park will be a luxury resort with private amenities and will cater to SEC football game attendees.

Commissioner Wyckoff made the motion, and Commissioner Wright seconded to approve a fee-in-lieu-of-land decision for the Liberty Point Addition PUD. The vote was taken with the following results:

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

NAY: None

ITEM 5, being:**CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECLASSIFICATION OF SEVERAL NEIGHBORHOOD PARKS TO COMMUNITY PARKS**

Mr. Jason Olsen, Director of Parks and Recreation, said the City of Norman categorizes its parks into three categories: Neighborhood Parks, Community Parks & Special Use Parks. Neighborhood Parks typically range from 3 acres or more, ideally serving a population within a ½-mile radius. They are designed for accessibility and local use, featuring amenities such as playgrounds, open play spaces, and trails, while ensuring safe access away from major streets. In contrast, Community & Special Use Parks range from 15 to 40 acres and cater to multiple neighborhoods, offering a broader range of activities within a 5- to 10-mile radius. These parks are strategically located near major thoroughfares, offering convenient access and adequate parking for larger events.

The Parks and Recreation Department, the Utility Department, and City Cultural Centers host a variety of annual events, including the Fourth of July, Monarchs in the Park, Earth Day, Tree Giveaways, Winterfest, 5K Runs, and more. Many events take place in Community Parks, i.e., Andrews Park, Griffin Park, Reaves Park, Ruby Grant Park, and Legacy Park. At the same time, a few events are held in Neighborhood Parks, including Movies in the Park and Summer Breeze at Lions Park, as well as Little League baseball/softball games at Little Axe Park. Recently, the Park Board recommended, and the City Council adopted, the AIM Norman Parks, Recreation, and Cultural Master Plan. This plan recommends reclassifying Lions Park and Little Axe Park from Neighborhood to Community Parks, and adding Edwards Park back into the Park System as a Special Use Park.

Staff recommends that the Park Board reclassify Lions Park and Little Axe Park from Neighborhood Parks to Community Parks and add Edwards Park back into the Park System as a Special Use Park, aligning with the recently adopted AIM Norman Parks, Recreation, and Culture Facilities Master Plan.

Commissioner Tedder-Loffland made the motion, and Commissioner Wyckoff seconded it to approve Staff's reclassification of Lions Park and Little Axe Park from Neighborhood Parks to Community Parks, and to add Edwards Park back into the Park System as a Special Use Park, aligning with the recently adopted AIM Norman Parks, Recreation, and Culture Facilities Master Plan. The vote was taken with the following results:

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

NAY: None

MISCELLANEOUS ITEMS

None.

PUBLIC COMMENT

None.

ITEM 6, being:

RECOMMENDATION FROM THE PARKS AND RECREATION STAFF TO TOUR THE SOONER THEATRE AFTER ADJOURNING THE BOARD OF PARK COMMISSIONERS MEETING

The Parks and Recreation Staff organizes an annual tour for the Board of Park Commissioners to view new and improved parks and facilities. This year, the Staff would like to take the Commissioners to the Sooner Theatre to see the recent upgrades to the venue. The Sooner Theatre has undergone several renovations over the past 10 years to enhance both its aesthetic appeal and functionality, including replacing all the floor and balcony seating, improving sound and lighting systems, total reconstruction of the above-stage rigging and stage materials, and refurbishing interiors that honor the theatre's original architecture while providing modern amenities. The tour will also highlight the collaborative efforts of our Parks and Recreation Department and local stakeholders to preserve cultural landmarks. Additionally, the visit will highlight many of the challenges this historic venue faces, which will be addressed in a master plan to be created once an architectural firm is chosen in the coming months. The expansion and upgrade of the Sooner Theatre is expected to be a high-priority project for the future Norman Forward 2 Program.

Commissioner Wyckoff made the motion, and Commissioner Nanny seconded to tour the Sooner Theatre after adjourning the Board of Park Commissioners Meeting. The vote was taken with the following results:

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

NAY: None

ADJOURNMENT

Chair Sheriff adjourned the meeting at 6:13 p.m.

Passed and approved this _____ of _____ 2025

Sherrel Sheriff, Chair



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/05/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks & Recreation

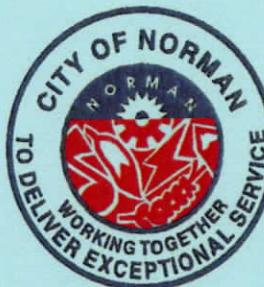
ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PREVIOUSLY APPROVED CITY COUNCIL ITEMS

DISCUSSION:

The City of Norman City Council met at Regular meetings on December 9, 2025, January 13, 2026, and January 27, 2026, to consider several items pertaining to the Parks and Recreation Department. Staff have included those previously approved City Council agenda items to keep you informed and up to date.

City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069



Meeting Agenda

Tuesday, December 9, 2025

6:30 PM

DIRECTOR OF PARKS AND RECREATION

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

City Council

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



CITY OF NORMAN, OK
CITY COUNCIL REGULAR MEETING
 Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
 Tuesday, December 09, 2025 at 6:30 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.

**CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY,
 AND NORMAN TAX INCREMENT FINANCE AUTHORITY**

You are required to sign up in advance of the meeting on the City's webpage, by calling the City Clerk's Office (405-366-5406), or at the Council Chambers prior to the start of the meeting with your name, ward, and item you wish to speak to including whether you are a proponent or opponent. When the time comes for public comments, the Clerk will call your name and you can make your way to the podium. Comments may be limited on items of higher interest, if so, the Mayor will announce that at the beginning of the meeting. Participants may speak one time only up to 4 minutes per person per item. There will be no yielding of time to another person. Sign up does not guarantee you will get to speak if the allotted time for that item has already been exhausted. If there is time remaining after those registered to speak have spoken, persons not previously signed up may have the opportunity to speak. Comments received must be limited to the motion on the floor only.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

AWARDS AND PRESENTATIONS

1. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2526-84: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, RECOGNIZING AND HONORING PATTI DRENNAN FOR HER OUTSTANDING CONTRIBUTIONS TO MUSIC EDUCATION, CHORAL COMPOSITION, AND THE CULTURAL LIFE OF THE NORMAN COMMUNITY.

2. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2526-80: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AWARDING THE 2025 CITY OF NORMAN HUMAN RIGHTS AWARD, IN CONJUNCTION WITH THE NORMAN HUMAN RIGHTS COMMISSION TO BREEA CLARK.
3. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2526-81: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AWARDING THE 2025 CITY OF NORMAN HUMAN RIGHTS AWARD, IN CONJUNCTION WITH THE NORMAN HUMAN RIGHTS COMMISSION TO WOMEN IN ACTION FOR ALL.

PROCLAMATIONS

4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-21: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAMING THE MONTH OF DECEMBER, 2025, AS UNIVERSAL HUMAN RIGHTS MONTH IN THE CITY OF NORMAN.

COUNCIL ANNOUNCEMENTS

CONSENT DOCKET

This item is placed on the agenda so that the City Council, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with approval of all Councilmembers, that item will be heard in regular order. Staff recommends that Item 5 through Item 28 be placed on the consent docket.

APPROVAL OF MINUTES

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

CITY COUNCIL SPECIAL MEETING MINUTES OF NOVEMBER 4, 2025.

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF OCTOBER 28, 2025.

CITY COUNCIL STUDY SESSION MEETING MINUTES OF APRIL 16, 2024, AND OCTOBER 21, 2025.

CITY COUNCIL OVERSIGHT COMMITTEE MEETING MINUTES OF NOVEMBER 13, 2025.

CITY COUNCIL COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE MEETING MINUTES OF NOVEMBER 19, 2025.

First Reading Ordinance

6. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-19 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION 15, TOWNSHIP 8 NORTH, RANGE 2 WEST AND THE EAST HALF (E/2) OF SECTION 16, TOWNSHIP 8 NORTH, RANGE 2 WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (EAST OF US HIGHWAY 77, SOUTH OF E. CEDAR LANE, AND NORTH OF POST OAK ROAD. (Ward 5)

7. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-21 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOTS FORTY-EIGHT (48) AND FORTY-NINE (49), IN BLOCK FOUR (4), OF STATE UNIVERSITY ADDITION , TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (765 JENKINS AVENUE) (Ward 4)

Appointments

8. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENTS AS FOLLOWS:

NORMAN REGIONAL HOSPITAL AUTHORITY

TERM: 10-31-25 TO 10-31-28: DANNY HALE, WARD 6

PLANNING COMMISSION

TERM: 11-01-25 TO 11-01-28: MARIA KINDEL, WARD 5

Reports/Communications

9. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM THE NORMAN YOUTH SOCCER ASSOCIATION TO THE BOARD OF PARK COMMISSIONERS

10. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE ANNUAL REPORT FROM THE NORMAN ARTS COUNCIL TO THE BOARD OF PARK COMMISSIONERS

11. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.
12. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF NOVEMBER 30, 2025, AND DIRECTING THE FILING THEREOF.
13. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF NOVEMBER, 2025.
14. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF REPORTS ENTITLED "ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2025," AS PREPARED BY THE CITY OF NORMAN FINANCE DEPARTMENT AND AUDITED BY THE FIRM OF FORVIS MAZARS, L.L.P., FOR THE CITY OF NORMAN, OKLAHOMA, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN ECONOMIC DEVELOPMENT AUTHORITY AND NORMAN TAX INCREMENT FINANCE AUTHORITY.

Final Plat

15. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2526-9 FINAL PLAT FOR 1508 SHADBROOK DRIVE (A REPLAT OF LOTS 5, 6 & 7, BLOCK 2, INDIAN SPRINGS ESTATES (LOCATED AT 1508 SHADBROOK DRIVE.) (APPROXIMATELY 1/4 MILE EAST OF 12TH AVENUE S.E. AND 1/4 MILE NORTH OF POST OAK ROAD). (Ward 7)
16. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2526-10 FINAL PLAT FOR NORMAN BIBLE CHURCH (PRELIMINARY PLATTED AS 12TH AVE. NW INDUSTRIAL) INCLUDING THE DEFERRAL OF PAVING, DRAINAGE AND SIDEWALKS IN CONNECTION WITH 12TH AVENUE N.W. (GENERALLY LOCATED ONE-HALF MILE NORTH OF ROCK CREEK ROAD ON THE WEST SIDE OF 12TH AVENUE N.W.). (Ward 6)

Contracts

17. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2324-155: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND GARVER, L.L.C., IN THE AMOUNT OF \$167,400, FOR A REVISED CONTRACT AMOUNT OF \$1,676,038, FOR THE DESIGN OF THE NORTH PORTER AVENUE BRIDGE REPLACEMENT BOND PROJECT, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT. (Ward 6)

18. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2425-102: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND AGUIRRE & FIELDS, L.P., IN THE AMOUNT OF \$399,872.18 FOR A REVISED CONTRACT AMOUNT OF \$491,222.18 FOR THE DESIGN OF THE EAST ROBINSON STREET BRIDGE REPLACEMENT PROJECT. (Ward 5)
19. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2425-111: BY AND BETWEEN THE CITY OF NORMAN AND WYATT CONTRACTING, INC., DECREASING THE CONTRACT AMOUNT FROM \$332,106 TO \$271,947.40, FINAL ACCEPTANCE AND FINAL PAYMENT OF \$13,597.37 FOR THE CONSTRUCTION OF THE LINDSEY STREET AND CLASSEN BOULEVARD BRIDGE REHABILITATION BOND PROJECT. (Ward 1, 7, & 4)
20. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2526-13 AND CONTRACT K-2526-61: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND MIDWEST INFRASTRUCTURE COATINGS, L.L.C., IN THE AMOUNT OF \$97,500, FOR PROJECT WESTWOOD MANHOLE REHABILITATION; PERFORMANCE BOND B-2526-25; STATUTORY BOND B-2526-26; MAINTENANCE BOND MB-2526-20, AND AUTHORIZE PAYMENT TO VENDORS. (Ward 2)
21. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-65: A RESTORATION AGREEMENT BETWEEN THE CITY OF NORMAN, OKLAHOMA AND BARBOUR ENERGY CORPORATION REGARDING THE PLUGGING OF THE NORMAN #1-18 WELL IN ACCORDANCE WITH APPLICABLE LAW AND REMEDIATION OF THE SURFACE FOR FUTURE USE BY THE NORMAN UTILITIES AUTHORITY. (Ward 7)
22. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF \$4,000 FROM THE AMERICAN SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS TO BE USED BY THE ANIMAL WELFARE DIVISION OF THE POLICE DEPARTMENT AS REIMBURSEMENT FOR A WAIVED/REDUCED FEE ADOPTION EVENT AND ASSOCIATED COSTS; APPROVAL OF CONTRACT K-2526-103; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT. (Ward 7)
23. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-125: AN AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SMC CONSULTING ENGINEERS, P.C., IN THE AMOUNT OF \$106,000, TO PERFORM ENGINEERING SERVICES TO ASSIST THE CITY IN DEVELOPMENT OF THE PROPERTY LOCATED AT SOUTH REED AVENUE AND EAST EUFAULA STREET AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT. (Ward 4)

Resolutions

24. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-85: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$2,500,000 FROM THE 2021 STREET MAINTENANCE BOND FUND BALANCE FOR IMPROVEMENTS TO ROBINSON STREET FROM LOMA DRIVE TO CANTERBURY STREET, AND EAST INTERSTATE DRIVE FROM ROBINSON STREET TO ROCK CREEK ROAD; AND ADDING PROJECT LOCATIONS TO THE STREET MAINTENANCE BOND AS OUTLINED IN THE STAFF REPORT. (Wards 2,3,8)

25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2526-86: A RESOLUTION APPROVING THE CREATION OF THE NORMAN PARKING AND TRANSIT AUTHORITY AND ACCEPTING A BENEFICIAL INTEREST IN THE TRUST CREATED BY THE TRUST INDENTURE FOR THE NORMAN PARKING AND TRANSIT AUTHORITY FOR AND ON BEHALF OF THE CITY OF NORMAN, OKLAHOMA, IN ALL RESPECTS IN ACCORDANCE WITH THE TERMS OF SAID TRUST INDENTURE.

26. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-88: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ADOPTING THE CITY OF NORMAN PARKING MANAGEMENT PLAN.

27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-87: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AUTHORIZING THE PURCHASE OF PANTOGRAPH CHARGERS FROM GILLIG IN THE AMOUNT OF \$772,100; BUDGET APPROPRIATION; AND AUTHORIZE THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE ANY DOCUMENTS ON BEHALF OF THE CITY OF NORMAN TO EFFECTUATE THE AGREEMENT. (City)

28. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-89: REQUESTING OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT) TRANSPORTATION ALTERNATIVE (TA) GRANT PROGRAM FUNDING FOR THE CONSTRUCTION OF A PORTION OF THE MULTI-MODAL PATH ALONG THE NORTH SIDE OF STATE HIGHWAY 9 BETWEEN BLUE CREEK DRIVE AND 72ND AVENUE SE (WARD 5).

NON-CONSENT ITEMS**Second Reading Ordinance**

29. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-15 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR PUBLIC UTILITY IN THE A-2, RURAL AGRICULTURAL DISTRICT FOR A STRIP, PIECE OR PARCEL OF LAND IN THE SOUTHEAST QUARTER (SE/4) OF SECTION NINETEEN (19), TOWNSHIP EIGHT (8) NORTH, RANGE ONE (1) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NORTH OF ETOWAH ROAD ON 72ND AVENUE SOUTHEAST) (Ward 5)

30. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-14 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE NORTHEAST QUARTER (NE/4) OF SECTION SIX (6), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE-FAMILY DWELLING DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1107 & 1111 S. CHAUTAUQUA AVENUE; WARD 7)

31. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-23 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTIONS 2-301 AND 2-305 OF THE CODE OF ORDINANCES TO INCREASE THE NUMBER OF BOARD MEMBERS FOR NORMAN REGIONAL HOSPITAL AUTHORITY AND TO ALLOW A MAXIMUM OF TWO BOARD MEMBERS TO BE APPOINTED FROM ANOTHER COMMUNITY IN WHICH THE AUTHORITY OPERATES AT LEAST ONE FACILITY, CONSISTENT WITH ARTICLE X, SECTION 1 OF THE CITY CHARTER; AND PROVIDING FOR THE SEVERABILITY THEREOF. (CITY)

32. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2526-82: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA APPROVING THE FIRST AMENDMENT TO THE AMENDED AND RESTATED TRUST INDENTURE OF NORMAN REGIONAL HOSPITAL AUTHORITY (2025) AND CONFIRMING ITS ACCEPTANCE OF THE BENEFICIAL IN SAID TRUST FOR AND ON BEHALF OF SAID BENEFICIARY AND IN ALL RESPECTS IN ACCORDANCE WITH THE TERMS OF SAID FIRST AMENDMENT TO THE AMENDED AND RESTATED TRUST INDENTURE.

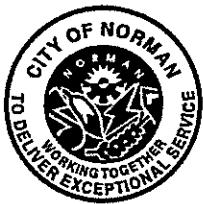
MISCELLANEOUS COMMENTS

This is an opportunity for citizens to address City Council. Due to Open Meeting Act regulations, Council is not able to participate in discussion during miscellaneous comments. Remarks should be directed to the Council as a whole and limited to four minutes or less.

ADJOURNMENT

File Attachments for Item:

9. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM THE NORMAN YOUTH SOCCER ASSOCIATION TO THE BOARD OF PARK COMMISSIONERS



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/09/2025

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM THE NORMAN YOUTH SOCCER ASSOCIATION TO THE BOARD OF PARK COMMISSIONERS

BACKGROUND:

Norman Youth Soccer Association (NYSA)/Oklahoma Celtic, based in Norman, OK, was founded in 1976 by Bob Shalhope and Gordon Drummond, who wanted an activity for children to play. The club began with 200 recreational players and has since grown to include 2,344 recreational players and 1,000 competitive and academy players. Intending to create opportunities in soccer for all levels and commitments, the club offers recreational soccer to adults. Oklahoma Celtic is recognized as a Players First Club and a proud member of the ECNL Regional League. The club complex is at 1001 East Robinson St. in Norman, Oklahoma with 22 full-size fields, 16 of which are equipped with lights, and is one of the best in the region. NYSA/Oklahoma Celtic has grown into what it is today through strong leadership from its board and staff and great support from families and the community. NYSA strives to uphold the club's mission, vision, and core values, aiming to positively impact children and create the best possible experiences.

DISCUSSION:

The City has Contract K-2324-71 with NYSA to provide a soccer program for Norman youth and the general public at Griffin Community Park soccer field, to include giving practice and playing fields, soccer facilities and equipment, holding and arranging leagues, matches and competitions, and supervised instruction and training for beginners of the sport of soccer. NYSA gave its annual presentation to the Board of Park Commissioners on October 2, 2025. Their presentation included information about their events, programming, and 2023-2024 financials.

RECOMMENDATION:

It is recommended that the City Council accept the Norman Youth Soccer Association's (NYSA) FY24 annual report.

Annual Report

to

Norman Board of

Parks Commissioners

2024-2025

File Attachments for Item:

10. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE ANNUAL REPORT FROM THE NORMAN ARTS COUNCIL TO THE BOARD OF PARK COMMISSIONERS



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/09/2025

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE ANNUAL REPORT FROM THE NORMAN ARTS COUNCIL TO THE BOARD OF PARK COMMISSIONERS

DISCUSSION:

Since 1976, the Norman Arts Council (NAC) has supported Norman's rich history of public art, events, and arts and humanities education. NAC exhibits, art walks, arts education experiences, humanities programs and festivals draw more than 1,000,000 visitors annually to a community that supports and understands that the arts improve the quality of life in Norman.

Norman is home to an ever-expanding collection of public art, including standalone sculptures – most prominently with newly built and upgraded facilities made possible by the Norman Forward 1% for Art Program – as well as storm drain murals, ducks, and bike racks dotted across town, with an eye on more murals in the years ahead. NAC gave its annual presentation to the Board of Park Commissioners on October 2, 2025. Their presentation included information about their events, programming, and 2023-2024 financials.

RECOMMENDATION:

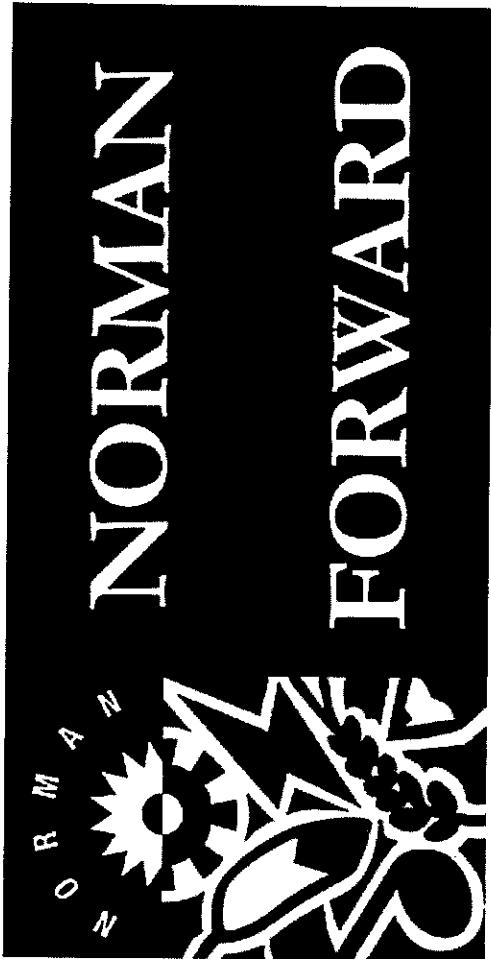
It is recommended that the City Council accept the Norman Arts Council Fiscal Year 2023-2024 annual report.

Norman Forward and Public Arts Committee

Item 10.

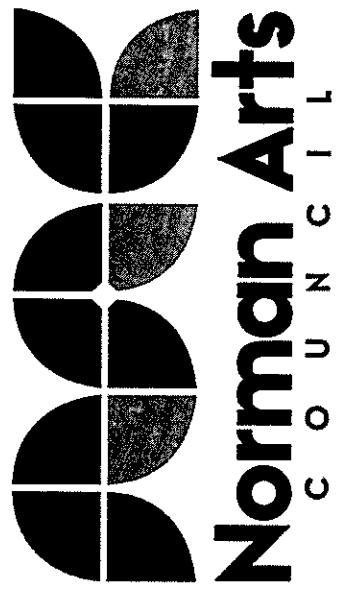
October 2, 2024

Project Updates



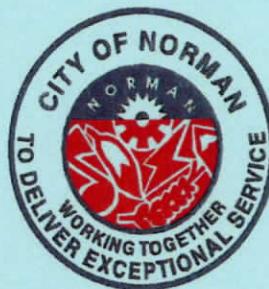
205

Item 2.



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069



Meeting Agenda

Tuesday, January 13, 2026

6:30 PM

DIRECTOR OF PARKS AND RECREATION

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

City Council

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



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, January 13, 2026 at 6:30 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.

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY

You are required to sign up in advance of the meeting on the City's webpage, by calling the City Clerk's Office (405-366-5406), or at the Council Chambers prior to the start of the meeting with your name, ward, and item you wish to speak to including whether you are a proponent or opponent. When the time comes for public comments, the Clerk will call your name and you can make your way to the podium. Comments may be limited on items of higher interest, if so, the Mayor will announce that at the beginning of the meeting. Participants may speak one time only up to four minutes per person per item. There will be no yielding of time to another person. Sign up does not guarantee you will get to speak if the allotted time for that item has already been exhausted. If there is time remaining after those registered to speak have spoken, persons not previously signed up may have the opportunity to speak. Comments received must be limited to the motion on the floor only.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

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

CITY COUNCIL SPECIAL MEETING MINUTES OF DECEMBER 16, 2025.

CITY COUNCIL STUDY SESSION MEETING MINUTES OF NOVEMBER 18, 2025, AND DECEMBER 2, 2025.

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF NOVEMBER 25, 2025, AND DECEMBER 9, 2025.

CITY COUNCIL CONFERENCE MEETING MINUTES OF NOVEMBER 25, 2025, AND DECEMBER 9, 2025.

CITY COUNCIL BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING MINUTES OF NOVEMBER 6, 2025.

CITY COUNCIL OVERSIGHT COMMITTEE MEETING MINUTES OF DECEMBER 11, 2025.

CITY COUNCIL FINANCE COMMITTEE MEETING MINUTES OF NOVEMBER 20, 2025 AND DECEMBER 18, 2025.

CITY COUNCIL COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE MEETING MINUTES OF DECEMBER 17, 2025.

COUNCIL ANNOUNCEMENTS

CONSENT DOCKET

This item is placed on the agenda so that the City Council, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with approval of all Councilmembers, that item will be heard in regular order. Staff recommends that Item 2 through Item 36 be placed on the consent docket.

First Reading Ordinance

2. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-13 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR A FRATERNITY OR SORORITY HOUSE IN THE R-3, MULTIFAMILY DWELLING DISTRICT, FOR THE NE/4 OF SECTION 6, TOWNSHIP 8 NORTH, RANGE 2 WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1401 COLLEGE AVENUE; WARD 7)

3. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-16 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTION 20-109 AND APPENDIX A TO ADD MASSAGE THERAPY AND BODYWORK SERVICES ESTABLISHMENT TO THE FEE SCHEDULE FOR LICENSES; AMENDING SECTION 20-202 TO CLARIFY DEFINITION OF "ADULT ENTERTAINMENT BUSINESS"; ADDING DEFINITIONS AND LICENSURE REQUIREMENTS FOR "MASSAGE THERAPY AND BODYWORK SERVICES ESTABLISHMENTS" TO CHAPTER 20; AND DELETING THE DEFINITION OF "MASSAGE PARLOR" AND "SEXUAL ENCOUNTER CENTER" FROM SECTION 36-101 OF THE CODE OF THE CITY OF NORMAN, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (CITY)
4. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-18 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A PART OF THE SOUTH HALF OF SECTION NINE (9), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3400 CLASSEN BOULEVARD; WARD 7)
5. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-24 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF THE SOUTHWEST QUARTER (SW/4) OF SECTION THIRTY-FOUR (34), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2525 E. LINDSEY STREET, WARD 1)
6. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-25 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOT 1, BLOCK 1 OF 36TH NORTH BUSINESS PARK AND A REPLAT OF LOT 1, BLOCK 1 OF S.C.M.C. ADDITION AND LOT 6, BLOCK 1, OF BROCE INDUSTRIAL PARK OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED EAST OF 36TH AVENUE N.W. APPROXIMATELY ONE-HALF MILE NORTH OF ROCK CREEK ROAD; WARD 8)

7. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-26 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, FOR CLOSURE OF SPECIFIC FIFTEEN-FOOT (15') WIDE EASEMENTS LOCATED WITHIN LOT 1, BLOCK 1, 36TH NORTH BUSINESS PARK, A PLANNED UNIT DEVELOPMENT. (WARD 8).
8. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-29 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN THE CITY OF NORMAN, STATE OF OKLAHOMA (THE "CITY"), ON THE 7TH DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF THE ISSUANCE OF THE BONDS OF SAID CITY IN AN AMOUNT NOT TO EXCEED THE SUM OF THIRTY-FIVE MILLION DOLLARS (\$35,000,000) TO BE ISSUED IN SERIES TO PROVIDE FUNDS FOR THE PURPOSES OF RECONSTRUCTING, REPAIRING, IMPROVING, AND REHABILITATING EXISTING STREETS, ROADS, AND INTERSECTIONS IN THE CITY (INCLUDING LIGHTING, SIDEWALKS/BIKEPATHS, LANDSCAPING, RELATED DRAINAGE IMPROVEMENTS, DRIVEWAY RECONSTRUCTION, AND OTHER RELATED IMPROVEMENTS); AND LEVYING AND COLLECTING AN ANNUAL TAX, IN ADDITION TO ALL OTHER TAXES, UPON ALL THE TAXABLE PROPERTY IN SAID CITY FOR THE PAYMENT OF THE INTEREST AND PRINCIPAL ON SAID BONDS; PROVIDING FOR ELECTION PROCEDURES; AND CONTAINING OTHER PROVISIONS RELATED THERETO.
9. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-32 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA TO AMEND THE DEFINITION OF PERMANENT RESIDENT; PROVIDE A DEFINITION OF RECREATIONAL VEHICLES; INCREASE THE TRANSIENT GUEST ROOM TAX RATE FROM EIGHT PERCENT TO TEN PERCENT AND EXPAND THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES TEMPORARILY RENTED FOR RECREATIONAL VEHICLES; ALL CONTINGENT ON VOTER APPROVAL OF ORDINANCE O-2526-33; PROVIDING FOR AN EFFECTIVE DATE FOR SAID CHANGES SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.

10. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-33 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN SAID CITY OF NORMAN, STATE OF OKLAHOMA ON THE SEVENTH DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED, QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF APPROVING OR REJECTING ORDINANCE NO. O-2526-32, WHICH ORDINANCE AMENDS SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA BY EXPANDING THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES RENTED FOR OVERNIGHT STAYS IN RECREATIONAL VEHICLES AND INCREASING THE EXCISE TAX UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM RENTS RECEIVED FROM OCCUPANCY OF HOTEL ROOMS AND RECREATIONAL VEHICLE SPACES FROM EIGHT PERCENT TO TEN PERCENT; PROVIDING AN EFFECTIVE DATE FOR SAID INCREASE SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.
11. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-34 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING ARTICLE II, SECTION 2 OF THE CITY CHARTER TO MOVE THE BEGINNING DATE OF COUNCILMEMBER AND MAYORAL TERMS TO THE FIRST TUESDAY FOLLOWING SCHEDULED RUN-OFF ELECTIONS BEGINNING IN 2028 FOR EVEN-NUMBERED WARDS, 2029 FOR ODD-NUMBERED WARDS, AND 2031 FOR MAYORAL TERMS; ARTICLE V, SECTION 2 OF THE CITY CHARTER TO ALLOW FOR ALTERNATIVE PROFESSIONAL CERTIFICATIONS BEYOND CERTIFIED PUBLIC ACCOUNTANT TO QUALIFY FOR THE POSITION OF CITY CHARTER; ESTABLISHING AN EFFECTIVE DATE CONTINGENT UPON APPROVAL BY THE VOTERS AND AS PROVIDED BY LAW; AND PROVIDING FOR THE SEVERABILITY THEREOF.

12. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-35 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN THE CITY OF NORMAN, STATE OF OKLAHOMA, ON THE 7TH DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF APPROVING OR REJECTING ORDINANCE O-2526-34, WHICH ORDINANCE AMENDS ARTICLE II, SECTION 2 OF THE CITY CHARTER TO MOVE THE BEGINNING DATE OF COUNCILMEMBER AND MAYORAL TERMS TO THE FIRST TUESDAY FOLLOWING SCHEDULED RUN-OFF ELECTIONS BEGINNING IN 2028 FOR EVEN-NUMBERED WARDS, 2029 FOR ODD-NUMBERED WARDS, AND 2031 FOR MAYORAL TERMS; ARTICLE V, SECTION 2 OF THE CITY CHARTER TO ALLOW FOR ALTERNATIVE PROFESSIONAL CERTIFICATIONS BEYOND CERTIFIED PUBLIC ACCOUNTANT TO QUALIFY FOR THE POSITION OF CITY AUDITOR; AND PROVIDING FOR THE SEVERABILITY THEREOF.
13. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-36 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN THE CITY OF NORMAN, STATE OF OKLAHOMA (THE "CITY"), ON THE 7TH DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF THE ISSUANCE OF GENERAL OBLIGATION BONDS OF SAID CITY IN AN AMOUNT NOT TO EXCEED THE SUM OF EIGHT MILLION DOLLARS (\$8,000,000) TO BE ISSUED IN ONE OR MORE SERIES TO PROVIDE FUNDS FOR THE ACQUIRING, CONSTRUCTING, RECONSTRUCTING, EXPANDING, REPAIRING, WHICH MAY ALSO INCLUDE IMPROVING, RENOVATING, ACQUIRING AND EQUIPPING AND EQUIPPING OF A COMMUNITY FACILITY TO BE OWNED EXCLUSIVELY BY THE CITY; TO BE COMPLETED WITH OR WITHOUT THE USE OF OTHER FUNDS, AND LEVYING AND COLLECTING AN ANNUAL TAX, IN ADDITION TO ALL OTHER TAXES, UPON ALL THE TAXABLE PROPERTY IN SAID CITY FOR THE PAYMENT OF THE INTEREST AND PRINCIPAL ON SAID BONDS; PROVIDING FOR ELECTION PROCEDURES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

Reports/Communications

14. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.

Surplus

15. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF DECLARATION OF SURPLUS AND/OR OBSOLETE EQUIPMENT AND MATERIALS AND AUTHORIZING THE SALE OR DISPOSAL THEREOF.

Certificate of Survey

16. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2526-4: FOR BLANDFORD BLUFF, EASEMENTS E-2526-20 AND E-2526-21, A VARIANCE IN THE MINIMUM FRONT SETBACK WIDTH REQUIREMENT FROM 330' TO 329.92' AND A VARIANCE IN THE TEN ACRES REQUIREMENT FROM 10 ACRES TO 9.98 ACRES. (GENERALLY LOCATED ON THE EAST SIDE OF 96TH AVENUE N.E. AND ONE-QUARTER MILE NORTH OF BETHEL ROAD) (Ward 5)

Final Plat

17. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2526-11: FINAL PLAT FOR CHARLESTON RIDGE ADDITION (LOCATED AT THE SOUTHEAST CORNER OF THE INTERSECTION OF TECUMSEH ROAD AND CHARLESTON ROAD) (Ward 8).

18. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2526-12: FINAL PLAT FOR 2880 CLASSEN BOULEVARD ADDITION, A SIMPLE PLANNED UNIT DEVELOPMENT, (INCLUDING A REPLAT OF MONROE ADDITION) (GENERALLY LOCATED 830' SOUTH OF IMHOFF ROAD ON THE WEST SIDE OF CLASSEN BOULEVARD) (2880 Classen Boulevard). (Ward 1)

Contracts

19. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT THREE TO CONTRACT K-1213-170: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND STV INCORPORATED, INCREASING THE CONTRACT AMOUNT BY \$245,200 FOR A REVISED CONTRACT AMOUNT OF \$1,201,157.56 FOR REVISIONS TO THE ROADWAY DESIGN FOR THE 36TH AVENUE NW WIDENING 2012 BOND PROJECT, AND ASSOCIATED BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT. (Ward 8)

20. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER SIX TO CONTRACT K-1920-133: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, THE NORMAN MUNICIPAL AUTHORITY, AND CROSSLAND CONSTRUCTION COMPANY, INC., DECREASING THE CONTRACT AMOUNT BY \$27,170.10 FOR THE NORMAN CITY HALL GENERATOR MUNICIPAL COMPLEX RENOVATION PROJECT AND FINAL ACCEPTANCE AND PAYMENT.

21. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2021-130: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND COWAN GROUP ENGINEERING, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$26,450 FOR A REVISED CONTRACT AMOUNT OF \$123,750 FOR PROFESSIONAL SERVICES FOR THE JAMES GARNER WATER LINE REPLACEMENT FROM MAIN STREET TO DUFFY STREET. (Ward 4)
22. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2324-66: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND CROSSLAND HEAVY CONTRACTORS, INCREASING THE CONTRACT BY \$67,070 FOR A REVISED CONTRACT AMOUNT OF \$3,387,070 FOR THE NORMAN WATER RECLAMATION FACILITY DEWATERING IMPROVEMENTS PROJECT AS OUTLINED IN THE STAFF REPORT. (Ward 6)
23. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2425-35: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND INDUSTRIAL HYDRO SERVICES, INCREASING THE CONTRACT AMOUNT BY \$2,436.46 FOR A REVISED CONTRACT AMOUNT OF \$305,436.46 AND INCREASING THE CONTRACT TIME BY 263 CALENDAR DAYS FOR THE STORM HOLDING POND BIOSOLIDS REMOVAL PROJECT, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF \$2,446.46. (City)
24. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER TWO TO CONTRACT K-2526-4: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND G&S SIGN SERVICES, L.L.C., IN THE AMOUNT OF \$13,432 FOR THE MODIFICATION OF THREE WAYFINDING SIGNS INSTALLED AS PART OF PHASE 4 ON 36th AVENUE WEST AND THE PORTER AVENUE/CLASSEN BOULEVARD CORRIDOR (Wards 4 & 8).
25. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2526-89: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND INSITUFORM TECHNOLOGIES, L.L.C., TO DECREASE THE CONTRACT BY \$705 FOR A REVISED CONTRACT AMOUNT OF \$89,445 FOR TRUMAN ELEMENTARY SEWER REHABILITATION PROJECT; FINAL ACCEPTANCE OF THE PROJECT; AND FINAL PAYMENT IN THE AMOUNT OF \$89,445. (Ward 3)
26. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-94: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND GARVER, L.L.C., IN THE AMOUNT OF \$445,150 FOR THE DESIGN OF THE 24TH AVENUE N.E. BRIDGE OVER UNNAMED TRIBUTARY TO ROCK CREEK BOND PROJECT. (Ward 6)

27. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-101: BETWEEN THE CITY OF NORMAN, OKLAHOMA AND RAVE MOBILE SAFETY IN THE AMOUNT OF \$154,375, TO BE PAID IN THE AMOUNT OF \$30,875 PER YEAR FOR FIVE YEARS, TO PROVIDE A MASS NOTIFICATION SERVICE FOR THE CITY OF NORMAN FOR THE PERIOD OF SEPTEMBER 29, 2025 THROUGH SEPTEMBER 28, 2030. (City)
28. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-104: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND ALAN PLUMMER AND ASSOCIATES, INC., DOING BUSINESS AS PLUMMER ASSOCIATES, INC., IN THE AMOUNT OF \$335,850 FOR ENGINEERING SERVICES FOR THE WATER WELL LINE EXTENSIONS FOR THE PROPOSED GROUNDWATER TREATMENT FACILITY (WA0214). (Ward 5)
29. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-116: A CONTRACT BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND PROFESSIONAL ENGINEERING CONSULTANTS, P.A., IN THE AMOUNT OF \$128,000 FOR ENGINEERING SERVICES FOR THE ROYAL OAKS WATER LINE REPLACEMENT PROJECT. (Ward 6)
30. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-128: BY AND BETWEEN THE CITY OF NORMAN AND THE OKLAHOMA WATER RESOURCES BOARD IN THE AMOUNT OF \$237,711.86 FOR THE LAKE THUNDERBIRD TOTAL MAXIMUM DAILY LOAD (TMDL) MONITORING PROGRAM. (City)
31. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-129: BY AND BETWEEN THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS AND THE CITY OF NORMAN FOR THE COLLECTION OF TRAFFIC DATA AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT. (City)

Resolutions

32. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-91: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$113,932 FROM THE NORMAN FORWARD FUND BALANCE, TO THE FOLLOWING NORMAN FORWARD MASTER PLANS: \$22,750 TO THE MULTI-SPORTS PARK PROJECT, \$20,500 TO THE RUBY GRANT PARK PROJECT, \$7,500 TO THE GRIFFIN PARK PROJECT, \$31,591 TO THE REAVES PARK PROJECT, \$15,795.50 TO THE YOUNG FAMILY ATHLETIC CENTER (YFAC) PROJECT, AND \$15,795.50 TO THE ADULT WELLNESS AND EDUCATION CENTER (AWE) PROJECT.

33. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-93: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, PROGRAMMING FEDERAL RAILROAD ADMINISTRATION PARTNERSHIP FUNDING FOR THE DESIGN OF A GRADE SEPARATION ON TECUMSEH ROAD AT THE BNSF RAILROAD CROSSING.
34. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-94: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$400,000 FROM THE 2019 TRANSPORTATION GO BOND FUND BALANCE TO THE CEDAR LANE ROAD PROJECT FROM BLACK LOCUST COURT TO 36TH AVENUE SOUTHEAST. (Ward 5)
35. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-95: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY DAVID FAUGHT UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASES OF DAVID FAUGHT V. THE CITY OF NORMAN, WORKERS' COMPENSATION COMMISSION CASE 2025-02198 A; DIRECTING THE LEGAL DEPARTMENT TO THEN FILE SUCH SETTLEMENT AND ALL ATTENDANT COSTS IN THE WORKERS' COMPENSATION COMMISSION, OKLAHOMA CITY, OKLAHOMA; AND AUTHORIZING AND DIRECTING THE FINANCE DIRECTOR TO SUBSEQUENTLY PURCHASE SUCH WORKERS' COMPENSATION COMMISSION JUDGMENT FROM THE RISK MANAGEMENT INSURANCE FUND.
36. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2526-96: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$6,188 FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND AND APPROPRIATING THESE FUNDS TO THE NEET EASEMENT VEGETATION REPLACEMENT PROJECT, FOR THE PLANTING OF TREES IN VARIOUS PARKS.

NON-CONSENT ITEMS

Second Reading Ordinance

37. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-19 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION 15, TOWNSHIP 8 NORTH, RANGE 2 WEST AND THE EAST HALF (E/2) OF SECTION 16, TOWNSHIP 8 NORTH, RANGE 2 WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (EAST OF US HIGHWAY 77, SOUTH OF E. CEDAR LANE, AND NORTH OF POST OAK ROAD. (Ward 5)
38. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-21 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOTS FORTY-EIGHT (48) AND FORTY-NINE (49), IN BLOCK FOUR (4), OF STATE UNIVERSITY ADDITION , TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (765 JENKINS AVENUE) (Ward 4)

MISCELLANEOUS COMMENTS

This is an opportunity for citizens to address City Council. Due to Open Meeting Act regulations, Council is not able to participate in discussion during miscellaneous comments. Remarks should be directed to the Council as a whole and limited to four minutes or less.

ADJOURNMENT

File Attachments for Item:

9. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR
POSTPONEMENT OF ORDINANCE O-2526-32 UPON FIRST READING BY TITLE:
AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTIONS
12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN,
OKLAHOMA TO AMEND THE DEFINITION OF PERMANENT RESIDENT; PROVIDE
A DEFINITION OF RECREATIONAL VEHICLES; INCREASE THE TRANSIENT
GUEST ROOM TAX RATE FROM EIGHT PERCENT TO TEN PERCENT AND
EXPAND THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES
TEMPORARILY RENTED FOR RECREATIONAL VEHICLES; ALL CONTINGENT ON
VOTER APPROVAL OF ORDINANCE O-2526-33; PROVIDING FOR AN EFFECTIVE
DATE FOR SAID CHANGES SUBJECT TO VOTER APPROVAL; AND PROVIDING
FOR THE SEVERABILITY THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 01/13/2026

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Kathryn Walker, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-32 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA TO AMEND THE DEFINITION OF PERMANENT RESIDENT; PROVIDE A DEFINITION OF RECREATIONAL VEHICLES; INCREASE THE TRANSIENT GUEST ROOM TAX RATE FROM EIGHT PERCENT TO TEN PERCENT AND EXPAND THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES TEMPORARILY RENTED FOR RECREATIONAL VEHICLES; ALL CONTINGENT ON VOTER APPROVAL OF ORDINANCE O-2526-33; PROVIDING FOR AN EFFECTIVE DATE FOR SAID CHANGES SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND:

The voters of Norman first approved the Transient Guest Room Tax ("Room Tax") of 4% in 1980 for the explicit purpose of encouraging, promoting, and fostering the convention and tourism development within the City of Norman. The tax is applied to gross proceeds or rent derived from the rental of rooms or houses in Norman for less than 30 days. The tax has been increased two times since 1980. The revenues from the Room Tax are currently split between the Norman Convention and Visitors Bureau d/b/a VisitNorman (59.375%), the Norman Arts Council (25%), and the Norman Parks and Recreation Department (15.625%) after four percent (4%) is retained by the City to cover costs related to administering the tax. These allocations are set forth in contracts with VisitNorman and Norman Arts Council and not in the ordinance.

Council has recently discussed the planned growth in offerings in Norman for rental of spaces for overnight stays in recreational vehicles. Application of the Room Tax is currently limited to the rental of rooms or homes and does not apply to the rental of spaces for overnight stays in recreational vehicles.

Additionally, recent increases to the Room Tax in other metro area cities has raised the issue of whether Norman's Room Tax could also be raised to provide additional funding for the Norman

Parks and Recreation Department, particularly since the department did not receive any of the additional funding associated with the last increase in the Room Tax rate in 2023.

DISCUSSION:

Ordinance O-2526-32 amends the Transient Guest Room Tax to accomplish the changes discussed above. First, a definition of "recreational vehicles" would be added to the Code, as well as an amendment to the definition of "permanent resident". Permanent residents, as defined in the Code, are exempt from payment of the Room Tax. Amending the definition ensures spaces rented for overnight stays in recreational vehicles are taxed in the same way as other rooms or houses rented on a short term basis, while longer term residents ("permanent residents") are not subject to Room Tax.

The ordinance also proposes an increase in the Room Tax rate from 8% to 10%. This tax is paid by visitors to Norman, and not Norman residents. Both the question of applying the tax to spaces rented for overnight stays in recreational vehicles and the increase in tax rate are subject to voter approval and Ordinance O-2526-32 is contingent on the passage of Ordinance O-2526-33 which calls a Special Election for April 7, 2026 for this purpose and sets forth the ballot language. If the election is successful, the rate increase will go into effect on July 1, 2026.

RECOMMENDATION:

Staff recommends adoption of Ordinances O-2526-32 and O-2526-33 upon Second and Final Reading.

AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA TO AMEND THE DEFINITION OF PERMANENT RESIDENT; PROVIDE A DEFINITION OF RECREATIONAL VEHICLES; INCREASE THE TRANSIENT GUEST ROOM TAX RATE FROM EIGHT PERCENT TO TEN PERCENT AND EXPAND THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES TEMPORARILY RENTED FOR RECREATIONAL VEHICLES; ALL CONTINGENT ON VOTER APPROVAL OF ORDINANCE O-2526-33; PROVIDING FOR AN EFFECTIVE DATE FOR SAID CHANGES SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.

- § 1. WHEREAS, the Norman Transient Guest Room Tax Ordinance was originally adopted in May 1980 with the citizens of Norman voting to enact the corresponding excise tax of four percent (4%) in July 1980; and
- § 2. WHEREAS, the excise tax has been increased twice since its original adoption when it was increased from four percent (4%) to five percent (5%) in 2013 and from five percent (5%) to eight percent (8%) in 2023; and
- § 3. WHEREAS, excise tax funds collected through this tax are used exclusively for the purpose of encouraging, promoting and fostering the convention and tourism development in the City of Norman; and
- § 4. WHEREAS, increasing numbers of visitors to Norman are bringing recreational vehicles to Norman and renting space to park and stay in the vehicle during their visit to Norman;
- § 5. WHEREAS, increased revenue collected from the Transient Guest Room Tax can enhance convention and tourism development through investments in City parks.

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

- § 6. THAT, Section 12-501 of the Code of the City of Norman be amended to add the following:

12-501 Definitions

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

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Permanent resident means any occupant who has or shall have the right of occupancy of any rooms in a hotel or spaces for recreational vehicles in excess of 30 consecutive days during the current calendar year or preceding year.

Recreational vehicle (RV) means a motor vehicle or trailer equipped for living, offering temporary accommodations for camping, travel, and leisure, including features like beds, kitchens, and bathrooms, encompassing types of motorhomes (Class A, B, C) to towable trailers, campers, and truck campers, all designed for recreational use.

* * * *

§ 7. THAT, Section 12-502 of the Code of the City of Norman be amended as follows:

12-502 Tax Rate

There is hereby levied an excise tax of eight ten percent upon the gross proceeds or gross receipts derived from all rent for every occupancy of rooms in a hotel and occupancy of spaces rented for overnight stays in a recreational vehicle in this City except that the tax shall not be imposed where the rent is less than a rate of \$3.00 per day.

§ 8. **Effective Date.** The rates described above shall be effective for all occupancy billings issued on or after the 1st day of July, 2026, and thereafter conditioned upon said rate increase being approved by a majority of the registered voters voting in an election called for the purpose of approving or rejecting said rates; Said election to be held on the 7th day of April, 2026.

§ 9. **Severability.** If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance, except, that the effective date provision shall not be severable from the operative provisions of the ordinance.

PASSED AND ADOPTED AND SIGNED BY THE MAYOR THIS 27TH DAY OF JANUARY, 2026.

THE CITY OF NORMAN, OKLAHOMA

Mayor

ATTEST:

City Clerk

File Attachments for Item:

**10. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR
POSTPONEMENT OF ORDINANCE O-2526-33 UPON FIRST READING BY TITLE:**
AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA,
AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN SAID
CITY OF NORMAN, STATE OF OKLAHOMA ON THE SEVENTH DAY OF APRIL,
2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED, QUALIFIED
ELECTORS OF SAID CITY THE QUESTION OF APPROVING OR REJECTING
ORDINANCE NO. O-2526-32, WHICH ORDINANCE AMENDS SECTIONS 12-501
AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN,
OKLAHOMA BY EXPANDING THE APPLICATION OF THE TAX RATE TO INCLUDE
SPACES RENTED FOR OVERNIGHT STAYS IN RECREATIONAL VEHICLES AND
INCREASING THE EXCISE TAX UPON THE GROSS PROCEEDS OR GROSS
RECEIPTS DERIVED FROM RENTS RECEIVED FROM OCCUPANCY OF HOTEL
ROOMS AND RECREATIONAL VEHICLE SPACES FROM EIGHT PERCENT TO TEN
PERCENT; PROVIDING AN EFFECTIVE DATE FOR SAID INCREASE SUBJECT TO
VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.



CITY OF NORMAN, OK STAFF REPORT

Item 2.
Item 10.

MEETING DATE: 01/13/2026

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Kathryn Walker, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-33 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN SAID CITY OF NORMAN, STATE OF OKLAHOMA ON THE SEVENTH DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED, QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF APPROVING OR REJECTING ORDINANCE NO. O-2526-32, WHICH ORDINANCE AMENDS SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA BY EXPANDING THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES RENTED FOR OVERNIGHT STAYS IN RECREATIONAL VEHICLES AND INCREASING THE EXCISE TAX UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM RENTS RECEIVED FROM OCCUPANCY OF HOTEL ROOMS AND RECREATIONAL VEHICLE SPACES FROM EIGHT PERCENT TO TEN PERCENT; PROVIDING AN EFFECTIVE DATE FOR SAID INCREASE SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND:

The voters of Norman first approved the Transient Guest Room Tax ("Room Tax") of 4% in 1980 for the explicit purpose of encouraging, promoting, and fostering the convention and tourism development within the City of Norman. The tax is applied to gross proceeds or rent derived from the rental of rooms or houses in Norman for less than 30 days. The tax has been increased two times since 1980. The revenues from the Room Tax are currently split between the Norman Convention and Visitors Bureau d/b/a VisitNorman (59.375%), the Norman Arts Council (25%), and the Norman Parks and Recreation Department (15.625%) after four percent (4%) is retained by the City to cover costs related to administering the tax. These allocations are set forth in contracts with VisitNorman and Norman Arts Council and not in the ordinance.

Council has recently discussed the planned growth in offerings in Norman for rental of spaces for overnight stays in recreational vehicles. Application of the Room Tax is currently limited to the rental of rooms or homes and does not apply to the rental of spaces for overnight stays in recreational vehicles.

Additionally, recent increases to the Room Tax in other metro area cities has raised the issue of whether Norman's Room Tax could also be raised to provide additional funding for the Norman Parks and Recreation Department, particularly since the department did not receive any of the additional funding associated with the last increase in the Room Tax rate in 2023.

DISCUSSION:

Ordinance O-2526-32 amends the Transient Guest Room Tax to accomplish the changes discussed above. First, a definition of "recreational vehicles" would be added to the Code, as well as an amendment to the definition of "permanent resident". Permanent residents, as defined in the Code, are exempt from payment of the Room Tax. Amending the definition ensures spaces rented for overnight stays in recreational vehicles are taxed in the same way as other rooms or houses rented on a short term basis, while longer term residents ("permanent residents") are not subject to Room Tax.

The ordinance also proposes an increase in the Room Tax rate from 8% to 10%. This tax is paid by visitors to Norman, and not Norman residents. Both the question of applying the tax to spaces rented for overnight stays in recreational vehicles and the increase in tax rate are subject to voter approval and Ordinance O-2526-32 is contingent on the passage of Ordinance O-2526-33 which calls a Special Election for April 7, 2026 for this purpose and sets forth the ballot language. If the election is successful, the rate increase will go into effect on July 1, 2026.

RECOMMENDATION:

Staff recommends adoption of Ordinances O-2526-32 and O-2526-33 upon Second and Final Reading.

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN SAID CITY OF NORMAN, STATE OF OKLAHOMA ON THE 7th DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED, QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF APPROVING OR REJECTING ORDINANCE O-2526-32, WHICH ORDINANCE AMENDS SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA BY EXPANDING THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES RENTED FOR OVERNIGHT STAYS IN RECREATIONAL VEHICLES AND INCREASING THE EXCISE TAX UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM RENTS RECEIVED FROM OCCUPANCY OF HOTEL ROOMS AND RECREATIONAL VEHICLE SPACES FROM EIGHT PERCENT TO TEN PERCENT; PROVIDING AN EFFECTIVE DATE FOR SAID INCREASE SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.

- § 1. WHEREAS, the Norman Transient Guest Room Tax Ordinance was originally adopted in May 1980 with the citizens of Norman voting to enact the corresponding excise tax of four percent (4%) in July 1980; and
- § 2. WHEREAS, the excise tax has been increased twice since its original adoption when it was increased from four percent (4%) to five percent (5%) in 2013 and from five percent (5%) to eight percent (8%) in 2023; and
- § 3. WHEREAS, excise tax funds collected through this tax are used exclusively for the purpose of encouraging, promoting and fostering the convention and tourism development in the City of Norman; and
- § 4. WHEREAS, increasing numbers of visitors to Norman are bringing recreational vehicles to Norman and renting space to park and stay in the vehicle during their visit to Norman;
- § 5. WHEREAS, increased revenue collected from the Transient Guest Room Tax can enhance convention and tourism development through investments in City parks.

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

- § 6. Proposition. That the Mayor of the City of Norman, Oklahoma, or in his absence or incapacity, the duly qualified Mayor Pro Tem, be and hereby is authorized and directed to call a special election to be held in the City of Norman, Oklahoma, on the 7th day of April, 2026 for the purpose of submitting to the registered, qualified voters of said City of Norman, Oklahoma, for their approval or rejection the following propositions:

PROPOSITION 2

Shall Ordinance O-2526-32 of the Council of the City of Norman, Oklahoma, increasing the Transient Guest Room Tax Rate by two percent (2%) to a total of ten percent (10%) and expanding the application of the tax rate to include spaces temporarily rented for overnight stays in a recreational vehicle, effective on July 1, 2026, be approved?

§ 7. Election Procedures. That with respect to the election to be held on April 7, 2026:

a. The number and location of the polling places, the hours of opening and closing of the polls, and the names of the officers who shall conduct the election shall be the same as the regular polling places and persons prescribed and selected by the Cleveland County Election Board for elections in Norman, Oklahoma. As provided in Title 26, Oklahoma Statutes Section 13-103, the City authorizes the Cleveland County Election Board to open all precinct polling places located within the municipal boundaries of the City.

b. That the Special Election Proclamation and Notice of even date, a copy of which is on file with the City Clerk and which is incorporated herein by reference, calling said election is hereby approved in all respects, and the Mayor or Mayor Pro Tem is hereby authorized to execute said Special Election Proclamation and Notice on behalf of the City, and the City Clerk or Deputy City Clerk is hereby authorized to attest and affix the seal of the City to said Special Election Proclamation and Notice, and to cause a copy of said Special Election Proclamation and Notice to be published as required by law, and a copy thereof delivered to the Cleveland County Election Board.

c. That the City Clerk shall serve or cause to be served, a copy of this Ordinance and the Special Election Proclamation and Notice upon the office of the Cleveland County Election Board at least sixty days prior to the date of the election as required by law.

§ 8. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the Ordinance.

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PASSED AND ADOPTED AND SIGNED BY THE MAYOR THIS 27TH DAY OF JANUARY, 2026.

THE CITY OF NORMAN, OKLAHOMA

Mayor

ATTEST:

City Clerk

SPECIAL ELECTION PROCLAMATION AND NOTICE OF ELECTION

Under and by virtue of the Statutes of the State of Oklahoma and acts complimentary, supplementary and enacted pursuant thereto, and Ordinance Nos. O-2526-29, O-2526-33, O-2526-35 and O-2526-36 dated January 27, 2026, authorizing the calling of an election on the Propositions hereinafter set forth, I, the undersigned Mayor of the City of Norman, Oklahoma, hereby call a special election and give notice thereof to be held in the City of Norman, Oklahoma, on the 7th day of April, 2026, for the purpose of submitting to the registered qualified voters in said City the proposed Propositions:

PROPOSITION I

Shall the City of Norman, State of Oklahoma, incur an indebtedness by issuing its bonds in the sum of Thirty-Five Million Dollars (\$35,000,000) to provide funds for the purpose of reconstructing, repairing, improving, and rehabilitating existing streets, roads, and intersections in the City of Norman, Oklahoma (including lighting, sidewalks/bikepaths, landscaping, related drainage improvements, driveway reconstruction, and other related improvements); and levy and collect an annual tax, in addition to all other taxes, upon all the taxable property in said City sufficient to pay the interest on said bonds as it falls due, and also to constitute a sinking fund for the payment of the principal thereof when due, said bonds to be competitively sold and bear interest at the lowest rate not to exceed the rate of ten percentum (10%) per annum, payable semi-annually and to become due serially within five (5) years from their date?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

1st YES - FOR THE ABOVE PROPOSITION
2nd NO - AGAINST THE ABOVE PROPOSITION

PROPOSITION 2

Shall Ordinance O-2526-32 of the Council of the City of Norman, Oklahoma, increasing the Transient Guest Room Tax Rate by two percent (2%) to a total of ten percent (10%) and expanding the application of the tax rate to include spaces temporarily rented for overnight stays in a recreational vehicle, effective on July 1, 2026, be approved?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

1st YES - FOR THE ABOVE PROPOSITION
2nd NO - AGAINST THE ABOVE PROPOSITION

PROPOSITION 3

Shall Section 2 of Article II of the Charter of the City of Norman be amended to change the beginning of Councilmember and Mayoral terms from the first Tuesday in July to the first Tuesday following scheduled run-off elections beginning in 2028 for Councilmembers representing even-numbered wards, 2029 for Councilmembers representing odd-numbered wards, and 2031 for the Mayor position, as more particularly described in Ordinance O-2526-34?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

1st YES - FOR THE ABOVE PROPOSITION
2nd NO - AGAINST THE ABOVE PROPOSITION

PROPOSITION 4

Shall Section 2 of Article V of the Charter of the City of Norman be amended to allow for alternative professional certifications other than Certified Public Accountant, including Certified Internal Auditor, Certified Fraud Examiner, or equivalent certifications to qualify for the position of City Auditor, as more particularly described in Ordinance O-2526-34?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

1st YES - FOR THE ABOVE PROPOSITION
2nd NO - AGAINST THE ABOVE PROPOSITION

PROPOSITION 5

Shall The City of Norman, State of Oklahoma, incur an indebtedness by issuing its general obligation bonds in the sum of Eight Million Dollars (\$8,000,000) to provide funds for the purpose of acquiring, constructing, reconstructing, expanding, repairing, which may also include improving, renovating, acquiring and equipping a homeless shelter community facility, to be owned exclusively by said City, to be completed with or without the use of other funds, and levy and collect an annual tax, in addition to all other taxes, upon all the taxable property in said City sufficient to pay the interest on said bonds as it falls due, and also to constitute a sinking fund for the payment of the principal thereof when due, said bonds to be competitively sold and bear interest at the lowest rate not to exceed the rate of ten percentum (10%) per annum, payable semi-annually and to become due serially within twenty (20) years from their date?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

Proclamation and Notice of Election
Page 3

Item 2.
Item 10.

1st YES - FOR THE ABOVE PROPOSITION
2nd NO - AGAINST THE ABOVE PROPOSITION

That only the registered qualified voters of the City of Norman, Oklahoma, may vote upon the Propositions as above set forth.

The polls shall be opened at 7:00 o'clock a.m. and shall remain open continuously until and be closed at 7:00 o'clock p.m.

The special election shall be held at the same places and in the same manner prescribed by law for conducting county and state elections and the numbers and locations of the polling places and the persons who shall conduct said election shall be the same as for county and state elections, all as respectively designated and prescribed by the County Election Board of Cleveland County, Oklahoma. As provided in Title 26, Oklahoma Statutes Section 13-103, the City authorizes the Cleveland County Election Board to open all precinct polling places located within the municipal boundaries of the City.

WITNESS my hand as Mayor of the City of Norman, Oklahoma, and the Seal of said City affixed hereto on the _____ day of _____, 2026.

Mayor

(SEAL)

ATTEST:

City Clerk

File Attachments for Item:

32. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-91: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$113,932 FROM THE NORMAN FORWARD FUND BALANCE, TO THE FOLLOWING NORMAN FORWARD MASTER PLANS: \$22,750 TO THE MULTI-SPORTS PARK PROJECT, \$20,500 TO THE RUBY GRANT PARK PROJECT, \$7,500 TO THE GRIFFIN PARK PROJECT, \$31,591 TO THE REAVES PARK PROJECT, \$15,795.50 TO THE YOUNG FAMILY ATHLETIC CENTER (YFAC) PROJECT, AND \$15,795.50 TO THE ADULT WELLNESS AND EDUCATION CENTER (AWE) PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 01/13/2026

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-91: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$113,932 FROM THE NORMAN FORWARD FUND BALANCE, TO THE FOLLOWING NORMAN FORWARD MASTER PLANS: \$22,750 TO THE MULTI-SPORTS PARK PROJECT, \$20,500 TO THE RUBY GRANT PARK PROJECT, \$7,500 TO THE GRIFFIN PARK PROJECT, \$31,591 TO THE REAVES PARK PROJECT, \$15,795.50 TO THE YOUNG FAMILY ATHLETIC CENTER (YFAC) PROJECT, AND \$15,795.50 TO THE ADULT WELLNESS AND EDUCATION CENTER (AWE) PROJECT.

BACKGROUND:

In October 2015, Norman residents approved the Norman Forward initiative, which would fund various projects through a 0.5% sales tax increase over a 15-year period. The Norman Forward initiative included numerous Quality of Life projects, including, but not limited to, Westwood Park aquatics and tennis, Adult Wellness Center, Young Family Athletic Center, as well as Griffin, Reaves, Ruby Grant, and Saxon Parks.

These projects began with collaboration between City staff and community stakeholders, as well as design teams, to develop Master Plans for each of the Norman Forward projects. Master Plans are formal design planning documents adopted by the City Council to provide a comprehensive plan for a specific project, enabling architects and engineers to design and estimate costs for that particular project. This was done as part of the Norman Forward initiative for Ruby Grant, Reaves, Griffin, and Saxon Parks.

DISCUSSION:

The majority of the larger cost projects in Norman Forward are complete; however, only a portion of each of those projects has been completed according to the individual Master Plans. Staff would like to update the Master Plans for Griffin, Reaves, and Ruby Grant Parks. In addition to

updating those Master Plans, the staff also requests that formal plans be developed for both the Adult Wellness Center and the Young Family Athletic Center.

This item would also provide funding for a new Master Plan for the Multi-Sports Community Park, an approved project in Norman Forward that had to be reimagined due to estimated project costs far exceeding the project budget. The Multi-Sports Community Park project was an independent sports-based park that would have been the new home to Adult Softball, Youth Football, and Youth Flag Football.

Staff also requested a proposal for updating the Saxon Park Master Plan, but with overwhelming community feedback on preserving Saxon Park's natural state, staff do not currently feel it is necessary to proceed with updates to the Saxon Park master plan.

These Master Plan updates are necessary to enable staff to collaborate with the current user groups and stakeholders at each project site. Many of the Master Plans are 10 years or older, with entirely new board members comprising the user groups at the youth sports organizations. In addition to gathering input from park users, up-to-date cost estimations for the remaining portions of the Master Plans are needed so that staff can appropriately plan for future Norman Forward or Bond initiatives.

All the plan updates would be developed in collaboration with the original design firms that worked on the Norman Forward Master Plans and projects. Additionally, work on the updated plans will include a kickoff meeting with staff, a meeting with park stakeholders and program operators, followed by public meetings to adopt the updated version of the Master Plans.

The request for funding to update the Master Plans would need to come from the Norman Forward Fund Balance. The total request would be \$113,932 from the Norman Forward Fund Balance (51-29000), and this amount would be allocated to the following projects.

- Multi-Sports Park project - NFB005 (51794442-46201) - \$22,750 (Wallace Design)
- Ruby Grant Park project - NFP105 (51793325-46201) - \$20,500 (Wallace Design)
- Griffin Park project - NFB001 (51796639-46201) - \$7,500 (Planning Design Group)
- Reaves Park project - NFB006 (51792205-46201) - \$31,591 (Halff)
- YFAC project - NFP110 (51790601-46201) - \$15,795 (FSB)
- AWE project - NFP111 (51793365-46201) - \$15,795 (FSB)

If funding is approved, all contracts are under \$50,000, which would enable the City Manager to sign and execute contracts.

RECOMMENDATION:

It is recommended that the City Council adopt Resolution R-2526-91 appropriating funding as outlined in the staff report.

Resolution

R-2526-91

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$113,932 FROM THE NORMAN FORWARD FUND BALANCE, TO THE FOLLOWING NORMAN FORWARD MASTER PLANS: \$22,750 TO THE MULTI-SPORTS PARK PROJECT, \$20,500 TO THE RUBY GRANT PARK PROJECT, \$7,500 TO THE GRIFFIN PARK PROJECT, \$31,591 TO THE REAVES PARK PROJECT, \$15,795.50 TO THE YOUNG FAMILY ATHLETIC CENTER (YFAC) PROJECT, AND \$15,795.50 TO THE ADULT WELLNESS AND EDUCATION CENTER (AWE) PROJECT.

- § 1. WHEREAS, in October 2015, Norman residents approved the Norman Forward initiative, which would fund various projects through a 0.5% sales tax increase over 15 years; and
- § 2. WHEREAS, as part of the Norman Forward initiative for Ruby Grant, Reaves, Griffin, and Saxon Parks, collaboration began with City staff, community stakeholders, and design teams to develop Master Plans for the Norman Forward projects, which provide a comprehensive plan that enables architects and engineers to design and estimate costs for that particular project; and
- § 3. WHEREAS, while the majority of higher-cost Norman Forward projects have been completed, many remain only partially built according to their Master Plans, prompting staff to update the Master Plans for the above mentioned parks; develop formal plans for the AWE; and initiate a new Master Plan for the Multi-Sports Community Park project that must be reimagined due to excessive projected costs, while determining that updates to the Saxon Park Master plan are currently unnecessary due to strong community support for preserving its natural state; and
- § 4. WHEREAS, many existing Master Plans are over ten years old and require updates to reflect current user groups, stakeholder input, and accurate cost estimates to support future Norman Forward or bond initiatives, with all updates to be developed in collaboration with the original design firms, include stakeholder and public meetings, and be funded in the amount of \$113,932 from the Norman Forward Fund Balance (51-29000).



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

§ 5. THAT That the following transfer of funds be approved for the reasons as stated above.

<u>Losing Account</u>	<u>Gaining Account</u>	<u>Amount</u>
General Reimbursements-Refunds Account (109-364251)	Multi-Sports Park project - NFB005 (51794442-46201)	\$22,750
	Ruby Grant Park project - NFP105 (51793325-46201)	\$20,500
	Griffin Park project - NFB001 (51796639-46201)	\$7,500
	Reaves Park project - NFB006 (51792205-46201)	\$31,591
	YFAC project - NFP110 (51790601-46201)	\$15,795.50
	AWE project - NFP111 (51793365-46201)	\$15,795.50
Total		\$113,932

PASSED AND APPROVED this 13th day of January, 2026.

Mayor, Stephen T. Holman

ATTEST:

City Clerk

June 10th, 2025

Mr. Jason Olsen
Parks and Recreation Director
City of Norman
201 W. Gray St.
Norman, OK, 73069

Re: Norman Forward 2 – Stakeholder Engagement Package

Dear Mr. Olsen:

Frankfurt-Short-Bruza Associates, P.C. (FSB) is pleased to provide this proposal for architectural and services for the development and compilation of the Norman Forward 2 – Stakeholder Engagement Package in Norman, Oklahoma. Please note that the fees provided are based on the outlined scope provided herein. Fees will need to be discussed further if the scope and/or differ significantly from the information received to date.

I. INTRODUCTION

This proposal outlines architectural services for the preparation of a Stakeholder Engagement Package to support the Norman Forward 2 initiative. The package will be used to publicize and gain consensus for several facility additions that enhance the recreational, wellness, and athletic offerings of the City of Norman.

This scope is focused on conceptual design and visualization services to communicate the project's value to stakeholders and the public.

II. PROJECT UNDERSTANDING

A. 50-Meter Pool Addition at YFAC

- Olympic-size pool with competition lanes
- Spectator seating areas
- Operational support areas only (no new locker rooms)
- Integration into existing aquatic programming and infrastructure

B. Standalone Weight Room Facility at YFAC

- Independent building on the YFAC site
- Layout for cardio, strength, and multipurpose fitness
- Use of existing facility locker/changing amenities (no new locker rooms)
- Exterior design consistent with the campus aesthetic

C. Basketball Court Addition & Viewing Area at YFAC

- Two new full-size basketball courts
- A second-floor mezzanine viewing area connecting new and existing courts
- Support spaces and circulation improvements
- Enhanced connectivity and spectator experience

D. Gymnasium Addition at Adult Wellness Center

- One full-size multisport gymnasium to accommodate basketball, volleyball, and other adult wellness programming
- Location and orientation based on previously submitted Norman Forward plans
- Integration into existing Adult Wellness Center access, systems, and design language

III. SCOPE OF ARCHITECTURAL SERVICES

Our team will provide concept-level architectural services tailored for communication and stakeholder engagement purposes. Specific tasks include:

1. Site & Context Review

- Evaluation of YFAC and Adult Wellness Center sites
- Review of previously submitted Norman Forward plans for continuity
- Coordination of building placement, access, and shared infrastructure

2. Concept Design Development

- Conceptual site plans and floor plans for all proposed additions
- Multi-facility planning to ensure cohesive development and experience

3. Stakeholder Engagement Package

A coordinated and professionally produced engagement package including:

- Illustrative site plans/rendered floor plans for each facility
- Design narrative and program description
- Community benefit overview (health, equity, youth/adult wellness)
- Board(s) and presentation materials for public meetings, council sessions, and media use

4. Stakeholder Meeting Support

- Up to three (3) stakeholder or public engagement sessions
- Presentation of design work and intent
- Collection of input for refinement
- Participation by lead architect and design team representatives

IV. DELIVERABLES

- Stakeholder Engagement Package (PDF + print-ready formats)
- Illustrative site plans and rendered floor plans for: (2 sites)
 - YFAC pool
 - Standalone weight facility
 - YFAC basketball courts & viewing area
 - Adult Wellness Center gymnasium
- Presentation decks and talking point summary
- Printed display boards (if requested)

V. PROJECT TIMELINE

Phase	Duration
Site Analysis & Review	2 weeks
Concept Design Development	3 weeks
Engagement Package Finalization	2 weeks
Stakeholder Presentations	Ongoing as scheduled

Total Duration: 7-8 weeks

VI. FEE PROPOSAL

We propose a fixed fee of \$31,591.00 for the services outlined herein. This includes all concept design, visualization, engagement materials, and meeting support.

Additional services such as schematic design, engineering coordination, cost estimating, or permitting will be considered out of scope and may be contracted separately.

VII. CLOSING STATEMENT

We are excited to continue supporting the vision of Norman Forward 2 with this multi-facility engagement effort. These proposed enhancements to YFAC and the Adult Wellness Center will provide inclusive, modern spaces that foster health, recreation, and lifelong wellness for the Norman community. Our team is committed to delivering a compelling design and communication package that inspires and unites stakeholders around this transformational opportunity.

Sincerely,

FRANKFURT-SHORT-BRUZA ASSOCIATES, P.C.



Ryan Dawson, AIA, NCARB, MBA
Principal

Professional Fee Proposal

	Project Manager	Architect, Senior	Architect Designer	TOTAL
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SECTION 1: Young Family Athletic Center (YFAC): 50-Meter Pool Addition				
1.01	Project Management / Administration	2.00	-	2
1.02	Concept Development (Program Description)	-	4.00	16.00
1.03	Concept Refinement (Design Narrative)	-	2.00	8.00
1.04	Code / Material Research (Utility Conflicts/Future Planning)	-	2.00	8.00
1.05	Submit Documentation (Illustrative Site/Floor Plan)	1.00	1.00	1.00
	Subtotal Hours:	3.00	9.00	33.00
	Subtotal Labor:	\$501	\$1,728	\$3,960
				\$6,189

SECTION 1 TOTAL: **\$6,189**

SECTION 2: Young Family Athletic Center (YFAC): Standalone Weight Room Facility				
2.01	Graphic Production (Reference Previous Package 09.09.24) Illustrative Site/Floor Plan	1.00	2.00	8.00
	Subtotal Hours:	1	2	8
	Subtotal Labor:	\$167	\$384	\$960
				\$1,511

SECTION 2 TOTAL: **\$1,511**

SECTION 3: Young Family Athletic Center (YFAC): Basketball Court/Addition and Viewing Area				
3.01	Project Management / Administration	2.00	-	2
3.02	Concept Development (Program Description)	-	4.00	16.00
3.03	Concept Refinement (Design Narrative)	-	2.00	8.00
3.04	Code / Material Research (Utility Conflicts/Future Planning)	-	2.00	8.00
3.05	Submit Documentation (Illustrative Site/ Rendered Floor Plan)	1.00	1.00	1.00
	Subtotal Hours:	3.00	9.00	33.00
	Subtotal Labor:	\$501	\$1,728	\$3,960
				\$6,189

SECTION 3 TOTAL: **\$6,189**

SECTION 4: Adult Wellness Center Gymnasium Addition				
4.01	Graphic Production (Reference Previous Package 01.13.24)	1.00	2.00	8.00
	Subtotal Hours:	1	2	8
	Subtotal Labor:	\$167	\$384	\$960
				\$1,511

SECTION 4 TOTAL: **\$1,511**

**City of Norman
Norman Forward 2 Stakeholder Engagement Package Fee Proposal**

Item 2.

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Project Manager	Architect, Senior	Architect Designer	TOTALS
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SECTION 5: Stakeholder Meeting Support

5.01 Presentation Material Development (Community Benefit Overview)	1.00	2.00	8.00	11
5.02 Up to three (3) stakeholder or public engagement sessions	24.00	24.00		
5.03 Reimbursable Expenses				
Four (4) Presentation Boards				\$1,200
Subtotal Reimbursables:				\$1,200

SECTION 5 TOTAL:	\$11,327
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Section 6: General

6.01 Concept Charette with Owner(Site Selection/Program)	3.00	3.00	3.00	9
6.02 Concept Review Meeting	2.00	2.00	2.00	6
6.03 Final Concept Review Meeting	2.00	2.00	2.00	6
6.04 Presentation Material Development (Graphics)	1.00	2.00	8.00	11
Subtotal Hours:	8	9	15	32
Subtotal Labor:	\$1,336	\$1,728	\$1,800	\$4,864
SECTION 6 TOTAL:				\$4,864

TOTAL FSB	\$30,391
TOTAL REIMBURSABLES:	\$1,200
GRAND TOTAL:	\$31,591



wallace
design
collective

October 23, 2025

Jason Olsen
Director of Parks and Recreation
City of Norman
225 North Webster Ave
Norman, Oklahoma 73069

RE: Saxon Park Master Plan
Norman, Oklahoma
Wallace Project No. 2540385

Dear Jason:

At your request, we have assembled a proposed scope of services and fees for landscape architectural services on the project referenced above. The following exhibits are included below for your review:

Exhibit A:	Project Understanding
Exhibit B:	Scope of Services – Landscape Architecture
Exhibit C:	Proposed Fees
Exhibit D:	Terms and Conditions

We appreciate the opportunity to provide this proposal and look forward to working with the City of Norman on this project. If you have any questions or need additional information, please do not hesitate to contact us.

Sincerely,

Jeremy Belitz, PLA
Director of Landscape Architecture

Alan Taylor, PE
Principal in Charge

cc: File

Please sign and return one copy of this page as acceptance of this Proposal and authorization to proceed. Upon Client's authorization to commence the Services, whether in writing or not, the Terms and Conditions below shall govern and control over any prior or ancillary documents or agreements. Payment obligations exist prior to and during the professional services contract negotiation process and survives even if a professional services contract is never negotiated or finalized.

Name: _____ Date: _____

wallace design collective, pc
structures civil landscape survey
123 north martin Luther King boulevard
lisa oklahoma 74033
918.234.5958 800.364.5958
wallace.design

EXHIBIT A: PROJECT UNDERSTANDING

Project Name: Saxon Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540385

Our proposed fees and scope of services are based on our understanding of the project as outlined below. This understanding is based on our discussions of the project.

GENERAL:

- Description: Wallace Design Collective will prepare a master plan report for Saxon Park. The plan report will focus on improvements to the existing park facilities and expanded programs for outdoor activities. Areas of emphasis will be determined through stakeholder engagement meetings.

LANDSCAPE ARCHITECTURAL SCOPE:

- Existing Conditions Plan: Record documents and aerial imagery will be utilized to develop an existing conditions plan diagram. A site visit with representatives from the parks and recreation staff and design team will be organized to review existing park facilities.
- Stakeholder Engagement: Input meetings will be held with representatives from the parks and recreation staff, and user groups for specific park programs.
- Master Plan Report: The final report will include a site plan rendering of proposed improvements with keynote descriptions.
- Cost Estimate and Phasing: Cost estimates will be prepared for proposed improvements. The report will include a phasing diagram with associated costs for future implementation.
- Approximate site size: 67 acres

SURVEY:

- Existing record documents will be utilized for background files to prepare plan diagrams. Survey services are not provided in this scope of work. If surveying is determined to be needed for specific areas during the planning process fees can be provided as an additional service.

EXHIBIT B: SCOPE OF SERVICES – LANDSCAPE ARCHITECTURE

Project Name: Saxon Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540385

Our proposed landscape architectural services fees are based on the following scope of services. Should additional scope items be desired, please notify us to allow for modifications to our proposed fees.

EXISTING CONDITIONS:

- Kickoff meeting with design team and representatives from the parks and recreation staff
- Utilize record documents to prepare an existing site plan with topography, floodplains, drainage features, utilities, easements, property boundaries, vegetation, pavement, building and structures
- Site visit to inventory existing conditions of park facilities
- Initial list of proposed improvements and cost estimating as required

STAKEHOLDER ENGAGEMENT:

- Site plan diagram of existing park facilities for review and input
- Meeting(s) with user groups for specific park programs (maximum of 2)
- Meeting(s) with representatives from the parks and recreation staff (maximum of 2)
- Provide cost estimate information for proposed improvements

MASTER PLAN REPORT:

- Site plan rendering of proposed improvements with key note descriptions
- Provide cost estimate information for proposed improvements
- Meeting(s) with representatives from the parks and recreation staff (maximum of 1)

COST ESTIMATE AND PHASING:

- Provide cost estimate information for proposed improvements
- Phasing diagram for implementation based on stakeholder priorities and critical path of construction
- Presentation of master plan report at Board of Parks Commissioners Meeting if necessary

SERVICES NOT INCLUDED:

- Site topographic survey
- Review or make any environmental recommendations
- Drainage problems that cannot be solved by surface flow into existing storm system (i.e., the addition of surface drains between buildings or storm sewer extensions)
- Onsite detention or floodplain related issues
- Infrastructure Development Process (IDP) or Privately Funded Public Improvement (PFPI)
- Storm Water Pollution Prevention Plan
- USACE (Corps) coordination and permitting including endangered species presence/absence survey and wetland determination/delineation
- Redesign of city streets
- Alley, easement, and access changes, additions or modifications
- Traffic studies or improvements
- Platting, rezoning or variances
- Locating underground utility lines not indicated by their respective owners
- Utility line extensions to the site
- Review or make any environmental recommendations
- Construction documents
- Construction observations
- IBC-mandated Special Inspections as required by Chapter 17 of the International Building Code
- Geotechnical investigation
- Pavement section design
- Building demolition plans or coordination regarding asbestos and/or lead paint abatement
- Title and easement research

Jason Olsen

Exhibit B: Landscape Architectural Scope of Services – Saxon Park Master Plan

October 23, 2025

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- FEMA information, if applicable
- Private utility locating service
- Fire flow tests
- Electrical circuitry or wiring design
- Pool mechanical or structural design
- Building roof garden waterproofing design
- Structural design of walls or outdoor structures
- Mechanical design of water features

REIMBURSABLE EXPENSES:

- Expenses such as travel and lodging, reproduction, plotting, express delivery and shipping are considered reimbursable expenses and will be billed at 1.0 times cost.

ADDITIONAL SERVICES:

- Services such as revisions, design for unforeseen conditions and items not included in the Scope of Services above will be considered additional services. Please refer to the Terms and Conditions for more information.
- To be provided if approved in advance on an hourly or flat fee basis, to be determined
- Review meetings in addition to those denoted above

EXHIBIT C: PROPOSED FEES

Project Name: Saxon Park Master Plan
 Location: Norman, Oklahoma
 Wallace Project No.: 2540385

We propose to provide landscape architectural services on a fixed fee basis:

Existing Conditions Plan	\$ 2,000
Stakeholder Engagement	\$ 3,250
Master Plan Report	\$ 9,000
Cost Estimate and Phasing	\$ 3,000
TOTAL	\$ 17,250

Our current hourly rates are:

Principal	\$230	Technical Designer II	\$160
Associate	\$210	Technical Designer I	\$150
Professional Engineer II	\$175	BIM Technician III	\$145
Professional Engineer I	\$160	BIM Technician II	\$135
Intern Engineer	\$150	BIM Technician I	\$125
GIS Specialist	\$150	Engineering Coordinator	\$115
Director, Landscape Architecture	\$210	Landscape Architect II	\$160
Land Planner II	\$175	Landscape Architect I	\$130
Land Planner I	\$160	Intern Landscape Architect	\$110
Professional Land Surveyor II	\$175	Survey Technician II	\$155
Professional Land Surveyor I	\$160	Survey Technician I	\$120
Intern Land Surveyor	\$150	Instrument Person	\$100
Survey Party Chief	\$145		
Information Technologist	\$160	Administrative	\$110

REIMBURSABLE EXPENSES:

Expenses such as travel and lodging, reproduction, plotting, express delivery and shipping are considered reimbursable expenses and will be billed at 1.0 times cost.

Expenses such as subconsultant testing services, geotechnical engineering services or other specialty consulting services will be billed at 1.10 times cost.

ADDITIONAL SERVICES:

Services such as revisions, design for unforeseen conditions and items not included the Scope of Services presented above will be considered additional services. Please refer to the Terms and Conditions for more information.

EXHIBIT D: TERMS AND CONDITIONS

Project Name: Saxon Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540385

FEE

Wallace Design Collective, PC ("Wallace") shall perform the services outlined in this Agreement for the stated Fee Arrangement.

- Where the Fee Arrangement is to be Fixed Fee, the fees are for the Scope of Services listed in the Agreement.
- Where the Fee Arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered.
- Where the Fee Arrangement is to be on an hourly basis and a maximum Total Fee is offered, the Total Fee, excluding Reimbursable Expenses, shall not exceed the stated maximum.
- Where the Fee Arrangement is to be on an hourly basis and an estimate of the Total Fee is offered, the Total Fee, excluding Reimbursable Expenses, shall not be exceeded by more than ten percent without written approval of the Client.
- Where the Fee Arrangement is to be a percentage of the construction cost of the project, progress payments for each phase listed in the Scope of Services listed in the Agreement shall be calculated by multiplying the phase's respective percentage of the Total Fee by the most recent budget for the Cost of the Work (Construction Cost). Compensation for completed work shall not be reduced based on subsequent updates to the Owner's budget for the Cost of the Work.

If the Scope of Services covered by this Agreement has not been completed within twelve (12) months of the Contract Date, through no fault of Wallace, fees for Services beyond that time shall be equitably adjusted, or they shall be determined on an hourly basis at Wallace's prevailing hourly rates.

REIMBURSABLE EXPENSES

Reimbursable Expenses are expenses incurred in connection with the project including, but not limited to, transportation, meals and lodging for travel, overnight deliveries, courier services, professional services, sales taxes, and the cost of reproductions beyond those normally required for coordination and information purposes.

ADDITIONAL SERVICES

Services such as major revisions, resolving unforeseen conditions and items not included in the Scope of Services listed in the Agreement shall be considered Additional Services. Fees for Additional Services shall be determined on an hourly basis at Wallace's prevailing rates unless otherwise agreed in writing by Client and Wallace. Additional Services must be requested in writing and will not proceed without written authorization.

BILLINGS / PAYMENT

Invoices submitted for services and reimbursable expenses shall be considered past due if not paid within 30 days after the invoice date, and Wallace may, without waiving any claim or right against Client, and without liability whatsoever to Wallace, terminate the performance of the service. Retainers shall be credited on the final invoice. A service charge will be charged at 1.5% (or the maximum interest rate allowed by law) per month on the unpaid balance. Upon acceptance of this Proposal and authorization to start work, Client agrees to submit payment pursuant to the terms of this Proposal. This payment obligation exists in the event that professional services contract negotiations commence after authorization to proceed, and survives even if a professional services contract is never negotiated or finalized.

Jason Olsen
Exhibit D: Terms and Conditions – Saxon Park Master Plan
October 23, 2025
Page D2

STANDARD OF CARE

The standard of care for all professional services performed or furnished by Wallace under this Agreement will be the care and skill ordinarily used by members of Wallace's profession practicing under similar circumstances at the same time and in the same locality. Wallace makes no warranty, express or implied, under this Agreement or otherwise, in connection with Wallace's services.

INDEMNIFICATION

Wallace shall indemnify and hold harmless Client and all of its personnel from and against third party claims, damages, losses, and expenses, including reasonable attorney fees recoverable under applicable law, ("Claims") to the extent caused by the negligent act, error, or omission of Wallace, anyone employed by Wallace, or anyone for whose acts Wallace may be liable in the performance of professional services. Wallace shall not indemnify, hold harmless, nor assume any liability for Client's own negligence or intentional wrongdoing. Wallace shall have no up-front duty to defend Client against Claims nor shall any duty to defend be inferred or interpreted in construction of this Agreement. Wallace will reimburse Client for its reasonable defense costs and expenses awarded to Client under applicable law for awards to a prevailing party in proportion to Wallace's adjudicated liability for negligent acts, errors, or omissions.

The Client shall indemnify and hold harmless Wallace and all of its personnel from and against third party Claims to the extent caused by the negligent act or omission and/or strict liability of Client, anyone employed by the Client, or anyone for whose acts the Client may be liable. Client shall not indemnify, hold harmless, nor assume any liability for Wallace's own negligence or intentional wrongdoing.

CONSEQUENTIAL DAMAGES

Neither party shall be liable to the other for loss of profits or revenue; loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; or for any special, consequential, indirect, punitive or exemplary damages.

FORCE MAJEURE

In the event either party is unable to perform its obligations under the terms of this Agreement because of strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services, epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies or other causes reasonably beyond its reasonable control, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.

TERMINATION OF SERVICES

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform its obligations hereunder. In the event of termination, Client shall pay Wallace for all services and reimbursable expenses to the date of termination. Termination expenses are in addition to compensation for the services of the Agreement and include expenses directly attributable to termination for which Wallace is not otherwise compensated.

ACCESS TO SITE

Unless otherwise stated, Wallace will have access to the site for activities necessary for the performance of the services. Wallace will take precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting damage.

HAZARDOUS MATERIALS

Wallace shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic materials in any form at the Project site.

Jason Olsen
Exhibit D: Terms and Conditions -- Saxon Park Master Plan
October 23, 2025
Page D3

OWNERSHIP OF DOCUMENTS

All documents, technical reports, letters, photos, calculations, designs, plans, specifications, reports, or similar documents of any kind furnished by Wallace are "Instruments of Services." Ownership of all Instruments of Services shall remain with Wallace.

MEANS AND METHODS

Wallace shall not be responsible for the construction means, methods, techniques, sequencing or procedures or for safety precautions and programs in connection with the Work, nor shall Wallace be responsible for the Construction Contractor's failure to carry out the work in accordance with the Drawings and Specifications.

MAINTENANCE OF INSURANCE

Until the services covered by this Agreement are completed plus for a period of twelve (12) months after completion of services, Wallace shall maintain (a) workers compensation insurance in accordance with state law and (b) liability insurance covering the type and variety of services Wallace provides under this agreement.

APPLICABLE LAW

Unless otherwise specified, this agreement shall be governed by the laws of the state in which the project is located.



Item 2.
mem 52.

Reaves Park Phase 2 - 63097
10/17/25
Page 1

EXHIBIT A

Mr. Jason Olsen
Director of Parks and Recreation
225 N Webster Ave.
Norman, Oklahoma 73069

Attn: Mr. Jason Olsen

Re: **Landscape Architecture Services – AVO: 63097.001**
Reaves Park Phase 2 – Norman, Oklahoma

Dear Mr. Olsen:

At Halff we improve lives and communities by turning ideas into reality. We do that by working with great clients on meaningful projects. As such, we are pleased to submit the following Scope of Services for the Reaves Park Phase 2 for the City of Norman, Oklahoma. The scope includes an updated master plan for the central green space and surrounding areas, improved uses underway (restroom and splash pad), and additional proposed amenities. We will also include this master plan update in the overall park master plan, based on the master plan layout as shown on Exhibit E.

The proposed services to be performed are described in the Scope of Services (Exhibit B). Proposed services that are not included as part of the Scope of Service are listed in the Exclusions/Available Additional Services (Exhibit C); however, these services can be provided by Halff upon request.

Unless otherwise modified, please note that the Scope of Services described herein shall remain valid and continue in effect for a period of 90 calendar days, after which it will require renewal in writing by the Consultant and the Client.

We are excited about this project and feel that we can develop a plan that your city can enjoy for years to come. We appreciate the opportunity to be of service. Please feel free to contact us if you have any questions or comments concerning this matter.

Yours very truly,
Halff

A handwritten signature in black ink, appearing to read "Sally Horsey".

Sally Horsey, PLA, CLARB (Signing Authority)
Director,
Planning and Landscape Architecture
501.801.2672



EXHIBIT B

SCOPE OF SERVICE

PROJECT UNDERSTANDING

This proposal is to provide the deliverables and services described below. This proposal will issue the plans to the owner or architect for permitting and respond to permit comments from the municipality as needed. It is assumed that the client will provide cad files of the engineered site plan and relevant surveys. An additional services letter would be required if these items were not provided.

I. BASIC LANDSCAPE ARCHITECTURE SERVICES

1. Project Kickoff Meeting (1 Virtual meeting – 1 hour duration)
2. Halff attendance at 2 stakeholder level public meetings
3. Provide a Conceptual Master Plan depicting the overall layout of the phase 2 park area Incorporating updated uses and amenities.
4. Graphically update the overall park masterplan with the new phase 2 park concept.
5. Character Imagery depicting design and material concepts.
6. Presentation Meeting (1 Virtual meeting – 1 hour duration)
7. Opinion of Construction Cost.



EXHIBIT C

ASSUMPTIONS AND EXCLUSIONS

ASSUMPTIONS

1. The PROJECT will follow ADA design requirements as applicable.
2. The CLIENT will provide available existing information and base-map data, including, but not limited to: Utility record drawings, and/or condition assessments for existing utilities located within the proximity or adjacent to the PROJECT area, Current property and easement information, Previous park master plan. (Attachment C)
3. The CLIENT will be responsible for distributing, coordinating, and facilitating all submittal milestones/packages to necessary stakeholders, including correspondence during the submittal review period(s) and providing CONSULTANT with organized reviews and/or comments and/or feedback from reviewing entities.
4. In addition to any base map data provided by the CLIENT (as described above), CONSULTANT will utilize publicly available and CLIENT-provided data (aerial ortho imagery, GIS contours, record drawings, etc.) to supplement PROJECT development outside the limits of survey. Supplemental information will be used in the assessment, review, and design of the proposed improvements.
5. Internal project meetings described herein will be held at the CONSULTANT's office or virtually unless on-site meeting is specified. CONSULTANT shall notify CLIENT and request additional compensation if additional meetings are necessary for ongoing coordination and/or the completion of the PROJECT.
6. CLIENT will provide all project criteria and program elements prior to commencing.

EXCLUSIONS

HALFF's Scope of Services does **NOT** include any services which are not expressly described above. It is the obligation of the CLIENT or Owner to comply with all local, state, and federal law, codes, and requirements. If required, excluded services can be provided by HALFF as Additional Services when so authorized in writing by the CLIENT. The Design Professional shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might in the sole judgment of the Design Professional, increase the Design Professional's risk or the availability or cost of his or her professional or general liability insurance.

CLIENT'S RESPONSIBILITIES

1. Funding support services, including preparation of graphics and exhibits, are not included in this Scope of Services. This service may be provided but will be considered an Additional Service, billed hourly.
2. Payment of all impact, review, and permitting fees.
3. Provide HALFF with any information, agreements, and/or restrictions that may be in effect on the property and impact the design guidelines or criteria for the project.
4. Provide HALFF with access to the site for activities necessary for the performance of the services. HALFF will take precautions to minimize damage due to these activities but have not included in the fee the cost of restoration of any resulting damage.
5. If HALFF is providing surveying services under this agreement, the CLIENT shall provide HALFF with a current title commitment and all previous surveys and other related documents in CLIENT'S possession.



Reaves Park Phase 2 - 63097
10/17/25
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Item 2.

EXHIBIT D

LANDSCAPE ARCHITECTURE FEE

PROJECT TASKS	FEE
I. LANDSCAPE ARCHITECTURE SERVICES Conceptual Master Plan, Update Master Plan, Character Imagery, Project Kickoff Meeting, Public Meetings, Presentation Meeting Cost Estimate	\$ 18,763.00
Landscape Architectural Services Total	\$ 18,763.00

NOTES ON FEE SCHEDULE

- Fees depicted as "Hourly" or "Hourly Estimated" with a listed value indicate tasks with undeterminable scopes. The values indicated are budgetary estimates only and are subject to change. These tasks will be billed on a time and materials basis.
- Additional meetings beyond those described above will be invoiced at an hourly rate based upon the rate schedule described below.
- Items indicated as "If Necessary" or "If Requested" are phases that are omitted from the project total, however the value provided will apply based upon the CLIENT and/or agency requirements.
- "Phases" above represent line items that will be provided on the invoice. "Tasks" are provided for explanation purposes only. Billing by Task will be provided at our discretion, unless specifically requested by the CLIENT prior to the first invoice.
- Reimbursable expenses are separate from the total fee outlined above and will be charged at 1.1 times the direct cost.
- Lump Sum fees will be invoiced monthly based on the status of each task (percent complete).
- Hourly Services will also be invoiced monthly based on the table below:

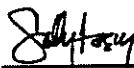
Landscape Designer	\$105.00
Landscape Architect	\$169.00
Senior Landscape Architect	\$222.00
Director	\$289.00
Engineer	\$300.00

ADDITIONAL SERVICES

Services authorized by the CLIENT, other than those specifically listed in the Scope of Services, and which are agreed to be performed by HALFF by written addenda to this Agreement, shall be considered Additional Services. The CLIENT shall compensate HALFF at current hourly rates for the actual personnel involved in the tasks (Hourly Services).

HALFF ASSOCIATES, INC.

By:


Signature

Sally Horsey
Printed Name

PLA, Director
Title

10/17/2025
Date

CLIENT SIGNATURE

By:

Signature

Printed Name

Title

Date



Reaves Park Phase 2 - 63097
10/17/25
Page 4

Item 2.
Item 32.

EXHIBIT D

LANDSCAPE ARCHITECTURE FEE

PROJECT TASKS	FEE
I. LANDSCAPE ARCHITECTURE SERVICES Conceptual Master Plan, Update Master Plan, Character Imagery, Project Kickoff Meeting, Public Meetings, Presentation Meeting Cost Estimate	\$ 18,763.00
Landscape Architectural Services Total	\$ 18,763.00

NOTES ON FEE SCHEDULE

- Fees depicted as "Hourly" or "Hourly Estimated" with a listed value indicate tasks with undeterminable scopes. The values indicated are budgetary estimates only and are subject to change. These tasks will be billed on a time and materials basis.
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HALFF ASSOCIATES, INC.

By:

Signature

Sally Horsey

Printed Name

PLA, Director

Title

10/17/2025

Date

CLIENT SIGNATURE

By:

Signature

Printed Name

Title

Date



EXHIBIT C

ASSUMPTIONS AND EXCLUSIONS

ASSUMPTIONS

1. The PROJECT will follow ADA design requirements as applicable.
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5. Internal project meetings described herein will be held at the CONSULTANT's office or virtually unless on-site meeting is specified. CONSULTANT shall notify CLIENT and request additional compensation if additional meetings are necessary for ongoing coordination and/or the completion of the PROJECT.
6. CLIENT will provide all project criteria and program elements prior to commencing.

EXCLUSIONS

HALFF's Scope of Services does NOT include any services which are not expressly described above. It is the obligation of the CLIENT or Owner to comply with all local, state, and federal law, codes, and requirements. If required, excluded services can be provided by HALFF as Additional Services when so authorized in writing by the CLIENT. The Design Professional shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might in the sole judgment of the Design Professional, increase the Design Professional's risk or the availability or cost of his or her professional or general liability insurance.

CLIENT'S RESPONSIBILITIES

1. Funding support services, including preparation of graphics and exhibits, are not included in this Scope of Services. This service may be provided but will be considered an Additional Service, billed hourly.
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4. Provide HALFF with access to the site for activities necessary for the performance of the services. HALFF will take precautions to minimize damage due to these activities but have not included in the fee the cost of restoration of any resulting damage.
5. If HALFF is providing surveying services under this agreement, the CLIENT shall provide HALFF with a current title commitment and all previous surveys and other related documents in CLIENT'S possession.



EXHIBIT B

SCOPE OF SERVICE

PROJECT UNDERSTANDING

This proposal is to provide the deliverables and services described below. This proposal will issue the plans to the owner or architect for permitting and respond to permit comments from the municipality as needed. It is assumed that the client will provide cad files of the engineered site plan and relevant surveys. An additional services letter would be required if these items were not provided.

I. BASIC LANDSCAPE ARCHITECTURE SERVICES

1. **Project Kickoff Meeting (1 Virtual meeting – 1 hour duration)**
2. **Halff attendance at 2 stakeholder level public meetings**
3. **Provide a Conceptual Master Plan depicting the overall layout of the phase 2 park area incorporating updated uses and amenities.**
4. **Graphically update the overall park masterplan with the new phase 2 park concept.**
5. **Character imagery depicting design and material concepts.**
6. **Presentation Meeting (1 Virtual meeting – 1 hour duration)**
7. **Opinion of Construction Cost.**



Reaves Park Phase 2 - 63097
10/17/25
Page 1

Item 2.
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EXHIBIT A

Mr. Jason Olsen
Director of Parks and Recreation
225 N Webster Ave.
Norman, Oklahoma 73069

Attn: Mr. Jason Olsen

Re: **Landscape Architecture Services – AVO: 63097.001**
Reaves Park Phase 2 – Norman, Oklahoma

Dear Mr. Olsen:

At Halff we improve lives and communities by turning ideas into reality. We do that by working with great clients on meaningful projects. As such, we are pleased to submit the following Scope of Services for the Reaves Park Phase 2 for the City of Norman, Oklahoma. The scope includes an updated master plan for the central green space and surrounding areas, improved uses underway (restroom and splash pad), and additional proposed amenities. We will also include this master plan update in the overall park master plan, based on the master plan layout as shown on Exhibit E.

The proposed services to be performed are described in the Scope of Services (Exhibit B). Proposed services that are not included as part of the Scope of Service are listed in the Exclusions/Available Additional Services (Exhibit C); however, these services can be provided by Halff upon request.

Unless otherwise modified, please note that the Scope of Services described herein shall remain valid and continue in effect for a period of 90 calendar days, after which it will require renewal in writing by the Consultant and the Client.

We are excited about this project and feel that we can develop a plan that your city can enjoy for years to come. We appreciate the opportunity to be of service. Please feel free to contact us if you have any questions or comments concerning this matter.

Yours very truly,
Halff

A handwritten signature in black ink, appearing to read "Sally Horsey".

Sally Horsey, PLA, CLARB (Signing Authority)
Director,
Planning and Landscape Architecture
501.801.2672



Item 2.

Item 32.

October 31, 2025

Attn: Mr. Jason Olsen
Director of Parks and Recreation
City of Norman, OK
225 North Webster Avenue
Norman, Oklahoma 73069

RE: Griffin Park Master Plan Planning Services

Dear Jason,

We appreciate the opportunity to submit this proposal for your consideration for the Sports and Recreation Master Planning Services for the expansion of Griffin Park in Norman, OK. Our professionals can provide these Master Planning Services of the high quality you would expect. We propose the following scope of services and fee schedule for your consideration.

PROJECT WORK PLAN

TASK 1: Preliminary Master Plan Phase

Working from the existing Master Plan for Griffin Park and all property and topographic information, we will prepare an updated master plan for the project site incorporating the following:

- A) Prepare a revised master plan illustrating the park area with existing facilities, modified park facilities and new amenities that will utilize the limits of the park. This design will include but is not limited to the following:
 - 1. Analyze Existing Facilities
 - 2. Analyze Existing North Parking Area
 - 3. Provide a conceptual design that includes but is not limited to the following:
 - a) Sports Complex Amenities
 - b) Possible Sports Courts
 - c) Playground
 - d) Splash Pad
 - e) Trails
 - f) Site Amenities
 - g) Trees and Landscape
 - h) Etc.
 - 4. Indoor Soccer Facility
- B) Analyze vehicular circulation on the north side of the site, with connections to different functions of the site, and provide additional parking expansion, if necessary.
- C) Analyze pedestrian circulation within and around the site to create a smooth flow between the different functions of the site, provide connection between the various park elements, and accommodate access for the physically limited.
- D) Analyze existing and potential utility extensions/locations, if needed.
- E) The design team will meet with the Park Board and City Council, as directed by the City of Norman. This will include up to three (3) meetings. These meetings will include one (1) meeting with Park Staff, one (1) meeting with the user groups for the site, and one (1) meeting with the Norman Forward organizing group. These meetings can be held anytime within the Master Planning process. Virtual meetings can be utilized at any time for all other necessary meetings.

TASK 2: Final Master Plan Phase

Following the City's review and input of the Preliminary Master Plan Phase, PDG will prepare the Final Master Plan incorporating into the plans any revisions requested by the client. The following outlines activities within this phase:

- A) Refine items in Preliminary Master Plan Phase, incorporating the City's input.
- B) Prepare a color rendering of the Master Plan (Plan View) for presentation
- C) Prepare an image board with specific elements for presentation
- D) Prepare detailed Conceptual Estimate for budgeting and phasing options.

Basic Compensation

To execute the scope of services described in phases 1 through 2 above, the work will be performed for lump sum fee of \$10,000.00 with the following breakdown:

Preliminary Master Plan Phase	50%
Final Master Plan Phase	50%

The billings will be charged to the remaining \$10,000 that remains in PDG's current contract for Griffin Park.

Billings for services are sent out monthly for work in progress or at the completion of the project or a specified phase of work. Terms of payment are "Net 30 Days" from the date of the invoice.

Warranties

We hereby warrant that all work performed hereunder will be performed in a timely, skillful, professional, and workmanlike manner. Each of our employees or contractors assigned to perform such work will have the proper skill, training, and background to perform and will perform the work in a competent and professional manner in all material respects. We further warrant that all work performed hereunder will be performed under the supervision of a licensed Landscape Architect and consistent with generally accepted industry standards and in accordance with this agreement.

Reimbursable Expenses

Reimbursable expenses are in addition to the Basic Compensation as set forth above in this proposal. Reimbursable expenses include actual expenditures made by Planning Design Group required by the project as follows:

- A) Prints, photocopies and reproductions (excluding copies for office use) and all expendable supplies requested by the owner.
- B) Travel expenses directly related to the project.
- C) Fees required for City filings.

Insurance Limits

Planning Design Group meets all state insurance requirements with current limits are as follows:

- A) Comprehensive Business Liability: \$1,000,000. Limit.
- B) Worker's Compensation: \$100,000/500,000/100,000 limit.
- C) Professional Liability: \$2,000,000 limit.

Additional Services

Any services requested which are not included in the basic scope of service in this proposal will be based on hourly rates or can be quoted as a lump sum upon request. All additional fees will be approved in advance by the owner.

Hourly Rates

Principal.....	\$165.00
Associate Principal	\$145.00
Project Manager	\$125.00
Project Designer	\$115.00
Design I/Production	\$105.00
Design II/Production	\$ 95.00

3-Dimensional Presentation Renderings (Not Included in Scope)

3-Dimensional Presentation renderings can be provided, following the completion of the final Master Plan. This would include:

- A) We will build all elements of the project in 3-dimensional format using Sketchup.
- B) Provide preliminary views of the suggested angles/shots before proceeding to the final renderings.
- C) Once the views are approved from item "A" above we will refine and prepare final renderings in Lumion. These final renderings will be populated with activity such as cars, people, and an active site. We will prepare daytime and nighttime views.
- D) This can be provided at a cost not to exceed \$7,500.

We look forward to the opportunity of working with you and the City of Norman on creating a quality project which all parties will be proud of.

Sincerely,



Geoffrey Evans, PLA, ASLA
Principal

The above is an acceptable procedure and Planning Design Group is hereby authorized to proceed as outlined herein.

By _____ Date _____
Signature and Title



wallace
design
collective

October 23, 2025

Jason Olsen
Director of Parks and Recreation
City of Norman
225 North Webster Ave
Norman, Oklahoma 73069

RE: Ruby Grant Park Master Plan
Norman, Oklahoma
Wallace Project No. 2540384

Dear Jason:

At your request, we have assembled a proposed scope of services and fees for landscape architectural services on the project referenced above. The following exhibits are included below for your review:

Exhibit A:	Project Understanding
Exhibit B:	Scope of Services – Landscape Architecture
Exhibit C:	Proposed Fees
Exhibit D:	Terms and Conditions

We appreciate the opportunity to provide this proposal and look forward to working with the City of Norman on this project. If you have any questions or need additional information, please do not hesitate to contact us.

Sincerely,

Jeremy Belitz, PLA
Director of Landscape Architecture

Alan Taylor, PE
Principal in Charge

cc: File

Please sign and return one copy of this page as acceptance of this Proposal and authorization to proceed. Upon Client's authorization to commence the Services, whether in writing or not, the Terms and Conditions below shall govern and control over any prior or ancillary documents or agreements. Payment obligations exist prior to and during the professional services contract negotiation process and survives even if a professional services contract is never negotiated or finalized.

Name: _____ Date: _____

wallace design collective, pc
structural civ. landscape survey
123 north martin Luther King Jr. boulevard
tulsa, oklahoma 74103
918.584.5858 800.364.5858
wallace@des.gr

EXHIBIT A: PROJECT UNDERSTANDING

Project Name: Ruby Grant Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540384

Our proposed fees and scope of services are based on our understanding of the project as outlined below. This understanding is based on our discussions of the project.

GENERAL:

- Description: Wallace Design Collective will prepare a master plan report for Ruby Grant Park. The plan report will focus on improvements to the existing park facilities and expanded programs for outdoor activities. Areas of emphasis will be determined through stakeholder engagement meetings.

LANDSCAPE ARCHITECTURAL SCOPE:

- Existing Conditions Plan: Record documents and aerial imagery will be utilized to develop an existing conditions plan diagram. A site visit with representatives from the parks and recreation staff and design team will be organized to review existing park facilities.
- Stakeholder Engagement: Input meetings will be held with representatives from the parks and recreation staff, and user groups for specific park programs. The final report will include a site plan rendering of proposed improvements with keynote descriptions.
- Master Plan Report: Cost estimates will be prepared for proposed improvements. The report will include a phasing diagram with associated costs for future implementation.
- Cost Estimate and Phasing: 153 acres
- Approximate site size:

SURVEY:

- Existing record documents will be utilized for background files to prepare plan diagrams. Survey services are not provided in this scope of work. If surveying is determined to be needed for specific areas during the planning process fees can be provided as an additional service.

EXHIBIT B: SCOPE OF SERVICES – LANDSCAPE ARCHITECTURE

Project Name: Ruby Grant Park Master Plan
 Location: Norman, Oklahoma
 Wallace Project No.: 2540384

Our proposed landscape architectural services fees are based on the following scope of services. Should additional scope items be desired, please notify us to allow for modifications to our proposed fees.

EXISTING CONDITIONS:

- Kickoff meeting with design team and representatives from the parks and recreation staff
- Utilize record documents to prepare an existing site plan with topography, floodplains, drainage features, utilities, easements, property boundaries, vegetation, pavement, building and structures
- Site visit to inventory existing conditions of park facilities
- Initial list of proposed improvements and cost estimating as required

STAKEHOLDER ENGAGEMENT:

- Site plan diagram of existing park facilities for review and input
- Meeting(s) with user groups for specific park programs (maximum of 2)
- Meeting(s) with representatives from the parks and recreation staff (maximum of 2)
- Provide cost estimate information for proposed improvements

MASTER PLAN REPORT:

- Site plan rendering of proposed improvements with key note descriptions
- Provide cost estimate information for proposed improvements
- Meeting(s) with representatives from the parks and recreation staff (maximum of 1)

COST ESTIMATE AND PHASING:

- Provide cost estimate information for proposed improvements
- Phasing diagram for implementation based on stakeholder priorities and critical path of construction
- Presentation of master plan report at Board of Parks Commissioners Meeting if necessary

SERVICES NOT INCLUDED:

- Site topographic survey
- Review or make any environmental recommendations
- Drainage problems that cannot be solved by surface flow into existing storm system (i.e., the addition of surface drains between buildings or storm sewer extensions)
- Onsite detention or floodplain related issues
- Infrastructure Development Process (IDP) or Privately Funded Public Improvement (PFPI)
- Storm Water Pollution Prevention Plan
- USACE (Corps) coordination and permitting including endangered species presence/absence survey and wetland determination/delineation
- Redesign of city streets
- Alley, easement, and access changes, additions or modifications
- Traffic studies or improvements
- Platting, rezoning or variances
- Locating underground utility lines not indicated by their respective owners
- Utility line extensions to the site
- Review or make any environmental recommendations
- Construction documents
- Construction observations
- IBC-mandated Special Inspections as required by Chapter 17 of the International Building Code
- Geotechnical investigation
- Pavement section design
- Building demolition plans or coordination regarding asbestos and/or lead paint abatement
- Title and easement research

Jason Olsen

Exhibit B: Landscape Architectural Scope of Services – Ruby Grant Park Master Plan

October 23, 2025

Page B2

- FEMA information, if applicable
- Private utility locating service
- Fire flow tests
- Electrical circuitry or wiring design
- Pool mechanical or structural design
- Building roof garden waterproofing design
- Structural design of walls or outdoor structures
- Mechanical design of water features

REIMBURSABLE EXPENSES:

- Expenses such as travel and lodging, reproduction, plotting, express delivery and shipping are considered reimbursable expenses and will be billed at 1.0 times cost.

ADDITIONAL SERVICES:

- Services such as revisions, design for unforeseen conditions and items not included in the Scope of Services above will be considered additional services. Please refer to the Terms and Conditions for more information.
- To be provided if approved in advance on an hourly or flat fee basis, to be determined
- Review meetings in addition to those denoted above

EXHIBIT C: PROPOSED FEES

Project Name: Ruby Grant Park Master Plan
 Location: Norman, Oklahoma
 Wallace Project No.: 2540384

We propose to provide landscape architectural services on a fixed fee basis:

Existing Conditions Plan	\$ 2,250
Stakeholder Engagement	\$ 4,250
Master Plan Report	\$ 10,000
Cost Estimate and Phasing	\$ 4,000
TOTAL	\$ 20,500

Our current hourly rates are:

Principal	\$230	Technical Designer II	\$160
Associate	\$210	Technical Designer I	\$150
Professional Engineer II	\$175	BIM Technician III	\$145
Professional Engineer I	\$160	BIM Technician II	\$135
Intern Engineer	\$150	BIM Technician I	\$125
GIS Specialist	\$150	Engineering Coordinator	\$115
Director, Landscape Architecture	\$210	Landscape Architect II	\$160
Land Planner II	\$175	Landscape Architect I	\$130
Land Planner I	\$160	Intern Landscape Architect	\$110
Professional Land Surveyor II	\$175	Survey Technician II	\$155
Professional Land Surveyor I	\$160	Survey Technician I	\$120
Intern Land Surveyor	\$150	Instrument Person	\$100
Survey Party Chief	\$145		
Information Technologist	\$160	Administrative	\$110

REIMBURSABLE EXPENSES:

Expenses such as travel and lodging, reproduction, plotting, express delivery and shipping are considered reimbursable expenses and will be billed at 1.0 times cost.

Expenses such as subconsultant testing services, geotechnical engineering services or other specialty consulting services will be billed at 1.10 times cost.

ADDITIONAL SERVICES:

Services such as revisions, design for unforeseen conditions and items not included the Scope of Services presented above will be considered additional services. Please refer to the Terms and Conditions for more information.

EXHIBIT D: TERMS AND CONDITIONS

Project Name: Ruby Grant Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540384

FEE

Wallace Design Collective, PC ("Wallace") shall perform the services outlined in this Agreement for the stated Fee Arrangement.

- Where the Fee Arrangement is to be Fixed Fee, the fees are for the Scope of Services listed in the Agreement.
- Where the Fee Arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered.
- Where the Fee Arrangement is to be on an hourly basis and a maximum Total Fee is offered, the Total Fee, excluding Reimbursable Expenses, shall not exceed the stated maximum.
- Where the Fee Arrangement is to be on an hourly basis and an estimate of the Total Fee is offered, the Total Fee, excluding Reimbursable Expenses, shall not be exceeded by more than ten percent without written approval of the Client.
- Where the Fee Arrangement is to be a percentage of the construction cost of the project, progress payments for each phase listed in the Scope of Services listed in the Agreement shall be calculated by multiplying the phase's respective percentage of the Total Fee by the most recent budget for the Cost of the Work (Construction Cost). Compensation for completed work shall not be reduced based on subsequent updates to the Owner's budget for the Cost of the Work.

If the Scope of Services covered by this Agreement has not been completed within twelve (12) months of the Contract Date, through no fault of Wallace, fees for Services beyond that time shall be equitably adjusted, or they shall be determined on an hourly basis at Wallace's prevailing hourly rates.

REIMBURSABLE EXPENSES

Reimbursable Expenses are expenses incurred in connection with the project including, but not limited to, transportation, meals and lodging for travel, overnight deliveries, courier services, professional services, sales taxes, and the cost of reproductions beyond those normally required for coordination and information purposes.

ADDITIONAL SERVICES

Services such as major revisions, resolving unforeseen conditions and items not included in the Scope of Services listed in the Agreement shall be considered Additional Services. Fees for Additional Services shall be determined on an hourly basis at Wallace's prevailing rates unless otherwise agreed in writing by Client and Wallace. Additional Services must be requested in writing and will not proceed without written authorization.

BILLINGS / PAYMENT

Invoices submitted for services and reimbursable expenses shall be considered past due if not paid within 30 days after the invoice date, and Wallace may, without waiving any claim or right against Client, and without liability whatsoever to Wallace, terminate the performance of the service. Retainers shall be credited on the final invoice. A service charge will be charged at 1.5% (or the maximum interest rate allowed by law) per month on the unpaid balance. Upon acceptance of this Proposal and authorization to start work, Client agrees to submit payment pursuant to the terms of this Proposal. This payment obligation exists in the event that professional services contract negotiations commence after authorization to proceed, and survives even if a professional services contract is never negotiated or finalized.

Jason Olsen
Exhibit D: Terms and Conditions – Ruby Grant Park Master Plan
October 23, 2025
Page D2

STANDARD OF CARE

The standard of care for all professional services performed or furnished by Wallace under this Agreement will be the care and skill ordinarily used by members of Wallace's profession practicing under similar circumstances at the same time and in the same locality. Wallace makes no warranty, express or implied, under this Agreement or otherwise, in connection with Wallace's services.

INDEMNIFICATION

Wallace shall indemnify and hold harmless Client and all of its personnel from and against third party claims, damages, losses, and expenses, including reasonable attorney fees recoverable under applicable law, ("Claims") to the extent caused by the negligent act, error, or omission of Wallace, anyone employed by Wallace, or anyone for whose acts Wallace may be liable in the performance of professional services. Wallace shall not indemnify, hold harmless, nor assume any liability for Client's own negligence or intentional wrongdoing. Wallace shall have no up-front duty to defend Client against Claims nor shall any duty to defend be inferred or interpreted in construction of this Agreement. Wallace will reimburse Client for its reasonable defense costs and expenses awarded to Client under applicable law for awards to a prevailing party in proportion to Wallace's adjudicated liability for negligent acts, errors, or omissions.

The Client shall indemnify and hold harmless Wallace and all of its personnel from and against third party Claims to the extent caused by the negligent act or omission and/or strict liability of Client, anyone employed by the Client, or anyone for whose acts the Client may be liable. Client shall not indemnify, hold harmless, nor assume any liability for Wallace's own negligence or intentional wrongdoing.

CONSEQUENTIAL DAMAGES

Neither party shall be liable to the other for loss of profits or revenue; loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; or for any special, consequential, indirect, punitive or exemplary damages.

FORCE MAJEURE

In the event either party is unable to perform its obligations under the terms of this Agreement because of strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services, epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies or other causes reasonably beyond its reasonable control, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.

TERMINATION OF SERVICES

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform its obligations hereunder. In the event of termination, Client shall pay Wallace for all services and reimbursable expenses to the date of termination. Termination expenses are in addition to compensation for the services of the Agreement and include expenses directly attributable to termination for which Wallace is not otherwise compensated.

ACCESS TO SITE

Unless otherwise stated, Wallace will have access to the site for activities necessary for the performance of the services. Wallace will take precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting damage.

HAZARDOUS MATERIALS

Wallace shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic materials in any form at the Project site.

Jason Olsen

Exhibit D: Terms and Conditions – Ruby Grant Park Master Plan

October 23, 2025

Page D3

Item 2.
Item 32.

OWNERSHIP OF DOCUMENTS

All documents, technical reports, letters, photos, calculations, designs, plans, specifications, reports, or similar documents of any kind furnished by Wallace are "Instruments of Services." Ownership of all Instruments of Services shall remain with Wallace.

MEANS AND METHODS

Wallace shall not be responsible for the construction means, methods, techniques, sequencing or procedures or for safety precautions and programs in connection with the Work, nor shall Wallace be responsible for the Construction Contractor's failure to carry out the work in accordance with the Drawings and Specifications.

MAINTENANCE OF INSURANCE

Until the services covered by this Agreement are completed plus for a period of twelve (12) months after completion of services, Wallace shall maintain (a) workers compensation insurance in accordance with state law and (b) liability insurance covering the type and variety of services Wallace provides under this agreement.

APPLICABLE LAW

Unless otherwise specified, this agreement shall be governed by the laws of the state in which the project is located.

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wallace
design
collective

October 23, 2025

Jason Olsen
Director of Parks and Recreation
City of Norman
225 North Webster Ave
Norman, Oklahoma 73069

RE: Multi-Sports Park Master Plan
Norman, Oklahoma
Wallace Project No. 2540386

Dear Jason:

At your request, we have assembled a proposed scope of services and fees for landscape architectural services on the project referenced above. The following exhibits are included below for your review:

Exhibit A:	Project Understanding
Exhibit B:	Scope of Services – Landscape Architecture
Exhibit C:	Proposed Fees
Exhibit D:	Terms and Conditions

We appreciate the opportunity to provide this proposal and look forward to working with the City of Norman on this project. If you have any questions or need additional information, please do not hesitate to contact us.

Sincerely,

Jeremy Belitz, PLA
Director of Landscape Architecture

Alan Taylor, PE
Principal in Charge

cc: File

Please sign and return one copy of this page as acceptance of this Proposal and authorization to proceed. Upon Client's authorization to commence the Services, whether in writing or not, the Terms and Conditions below shall govern and control over any prior or ancillary documents or agreements. Payment obligations exist prior to and during the professional services contract negotiation process and survives even if a professional services contract is never negotiated or finalized.

Name: _____ Date: _____

wallace design collective, pc
structural civil landscape survey
123 north martin luther king jr boulevard
tulsa oklahoma 74103
918 534 5858 800 364 5858
wallace design

EXHIBIT A: PROJECT UNDERSTANDING

Project Name: Multi-Sports Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540386

Our proposed fees and scope of services are based on our understanding of the project as outlined below. This understanding is based on our discussions of the project.

GENERAL:

- Description: Wallace Design Collective will prepare a master plan report for a new Multi-Sports Park. The plan report will focus on proposed improvements and programs for outdoor activities. Areas of emphasis will be determined through stakeholder engagement meetings.

LANDSCAPE ARCHITECTURAL SCOPE:

- Existing Conditions Plan: GIS data and aerial imagery will be utilized to develop an existing conditions plan diagram. A site visit with representatives from the parks and recreation staff and design team will be organized to review existing park facilities.
- Stakeholder Engagement: Input meetings will be held with representatives from the parks and recreation staff, and user groups for specific park programs. The final report will include a site plan rendering of proposed improvements with keynote descriptions.
- Master Plan Report: Cost estimates will be prepared for proposed improvements. The report will include a phasing diagram with associated costs for future implementation.
- Cost Estimate and Phasing:
- Approximate site size: 40 acres

SURVEY:

- Existing record documents will be utilized for background files to prepare plan diagrams. Survey services are not provided in this scope of work. If surveying is determined to be needed for specific areas during the planning process fees can be provided as an additional service.

EXHIBIT B: SCOPE OF SERVICES – LANDSCAPE ARCHITECTURE

Project Name: Multi-Sports Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540386

Our proposed landscape architectural services fees are based on the following scope of services. Should additional scope items be desired, please notify us to allow for modifications to our proposed fees.

EXISTING CONDITIONS:

- Kickoff meeting with design team and representatives from the parks and recreation staff
- Utilize GIS data to prepare an existing site plan with topography, floodplains, drainage features, utilities, easements, property boundaries, vegetation, pavement, building and structures
- Site visit to inventory existing conditions of park facilities
- Initial list of proposed improvements and cost estimating as required

STAKEHOLDER ENGAGEMENT:

- Site plan diagram of existing park facilities for review and input
- Meeting(s) with user groups for specific park programs (maximum of 2)
- Meeting(s) with representatives from the parks and recreation staff (maximum of 2)
- Provide cost estimate information for proposed improvements

MASTER PLAN REPORT:

- Site plan rendering of proposed improvements with key note descriptions
- Provide cost estimate information for proposed improvements
- Meeting(s) with representatives from the parks and recreation staff (maximum of 1)

COST ESTIMATE AND PHASING:

- Provide cost estimate information for proposed improvements
- Phasing diagram for implementation based on stakeholder priorities and critical path of construction
- Presentation of master plan report at Board of Parks Commissioners Meeting if necessary

SERVICES NOT INCLUDED:

- Site topographic survey
- Review or make any environmental recommendations
- Drainage problems that cannot be solved by surface flow into existing storm system (i.e., the addition of surface drains between buildings or storm sewer extensions)
- Onsite detention or floodplain related issues
- Infrastructure Development Process (IDP) or Privately Funded Public Improvement (PFPI)
- Storm Water Pollution Prevention Plan
- USACE (Corps) coordination and permitting including endangered species presence/absence survey and wetland determination/delineation
- Redesign of city streets
- Alley, easement, and access changes, additions or modifications
- Traffic studies or improvements
- Platting, rezoning or variances
- Locating underground utility lines not indicated by their respective owners
- Utility line extensions to the site
- Review or make any environmental recommendations
- Construction documents
- Construction observations
- IBC-mandated Special Inspections as required by Chapter 17 of the International Building Code
- Geotechnical investigation
- Pavement section design
- Building demolition plans or coordination regarding asbestos and/or lead paint abatement
- Title and easement research

Jason Olsen

Exhibit B: Landscape Architectural Scope of Services – Multi-Sports Park Master Plan

October 23, 2025

Page B2

Item 2.
Item 32.

- FEMA information, if applicable
- Private utility locating service
- Fire flow tests
- Electrical circuitry or wiring design
- Pool mechanical or structural design
- Building roof garden waterproofing design
- Structural design of walls or outdoor structures
- Mechanical design of water features

REIMBURSABLE EXPENSES:

- Expenses such as travel and lodging, reproduction, plotting, express delivery and shipping are considered reimbursable expenses and will be billed at 1.0 times cost.

ADDITIONAL SERVICES:

- Services such as revisions, design for unforeseen conditions and items not included in the Scope of Services above will be considered additional services. Please refer to the Terms and Conditions for more information.
- To be provided if approved in advance on an hourly or flat fee basis, to be determined
- Review meetings in addition to those denoted above

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EXHIBIT C: PROPOSED FEES

Project Name: Multi-Sports Park Master Plan
 Location: Norman, Oklahoma
 Wallace Project No.: 2540386

We propose to provide landscape architectural services on a fixed fee basis:

Existing Conditions Plan	\$ 4,000
Stakeholder Engagement	\$ 4,750
Master Plan Report	\$ 10,000
Cost Estimate and Phasing	\$ 4,000
TOTAL	\$ 22,750

Our current hourly rates are:

Principal	\$230	Technical Designer II	\$160
Associate	\$210	Technical Designer I	\$150
Professional Engineer II	\$175	BIM Technician III	\$145
Professional Engineer I	\$160	BIM Technician II	\$135
Intern Engineer	\$150	BIM Technician I	\$125
GIS Specialist	\$150	Engineering Coordinator	\$115
Director, Landscape Architecture	\$210	Landscape Architect II	\$160
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EXHIBIT D: TERMS AND CONDITIONS

Project Name: Multi-Sports Park Master Plan
Location: Norman, Oklahoma
Wallace Project No.: 2540386

FEE

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If the Scope of Services covered by this Agreement has not been completed within twelve (12) months of the Contract Date, through no fault of Wallace, fees for Services beyond that time shall be equitably adjusted, or they shall be determined on an hourly basis at Wallace's prevailing hourly rates.

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Jason Olsen
Exhibit D: Terms and Conditions – Multi-Sports Park Master Plan
October 23, 2025
Page D2

STANDARD OF CARE

The standard of care for all professional services performed or furnished by Wallace under this Agreement will be the care and skill ordinarily used by members of Wallace's profession practicing under similar circumstances at the same time and in the same locality. Wallace makes no warranty, express or implied, under this Agreement or otherwise, in connection with Wallace's services.

INDEMNIFICATION

Wallace shall indemnify and hold harmless Client and all of its personnel from and against third party claims, damages, losses, and expenses, including reasonable attorney fees recoverable under applicable law, ("Claims") to the extent caused by the negligent act, error, or omission of Wallace, anyone employed by Wallace, or anyone for whose acts Wallace may be liable in the performance of professional services. Wallace shall not indemnify, hold harmless, nor assume any liability for Client's own negligence or intentional wrongdoing. Wallace shall have no up-front duty to defend Client against Claims nor shall any duty to defend be inferred or interpreted in construction of this Agreement. Wallace will reimburse Client for its reasonable defense costs and expenses awarded to Client under applicable law for awards to a prevailing party in proportion to Wallace's adjudicated liability for negligent acts, errors, or omissions.

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CONSEQUENTIAL DAMAGES

Neither party shall be liable to the other for loss of profits or revenue; loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; or for any special, consequential, indirect, punitive or exemplary damages.

FORCE MAJEURE

In the event either party is unable to perform its obligations under the terms of this Agreement because of strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services, epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies or other causes reasonably beyond its reasonable control, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.

TERMINATION OF SERVICES

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Unless otherwise stated, Wallace will have access to the site for activities necessary for the performance of the services. Wallace will take precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting damage.

HAZARDOUS MATERIALS

Wallace shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic materials in any form at the Project site.

OWNERSHIP OF DOCUMENTS

All documents, technical reports, letters, photos, calculations, designs, plans, specifications, reports, or similar documents of any kind furnished by Wallace are "Instruments of Services." Ownership of all Instruments of Services shall remain with Wallace.

MEANS AND METHODS

Wallace shall not be responsible for the construction means, methods, techniques, sequencing or procedures or for safety precautions and programs in connection with the Work, nor shall Wallace be responsible for the Construction Contractor's failure to carry out the work in accordance with the Drawings and Specifications.

MAINTENANCE OF INSURANCE

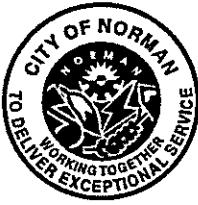
Until the services covered by this Agreement are completed plus for a period of twelve (12) months after completion of services, Wallace shall maintain (a) workers compensation insurance in accordance with state law and (b) liability insurance covering the type and variety of services Wallace provides under this agreement.

APPLICABLE LAW

Unless otherwise specified, this agreement shall be governed by the laws of the state in which the project is located.

File Attachments for Item:

36. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR
POSTPONEMENT OF RESOLUTION R-2526-96: A RESOLUTION OF THE COUNCIL
OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$6,188 FROM THE
GENERAL FUND TO THE CAPITAL PROJECTS FUND AND APPROPRIATING
THESE FUNDS TO THE NEET EASEMENT VEGETATION REPLACEMENT
PROJECT, FOR THE PLANTING OF TREES IN VARIOUS PARKS.



CITY OF NORMAN, OK STAFF REPORT

Item 2.
Item 30.

MEETING DATE: 01/13/2026

REQUESTER: Jason Olsen, Director of Parks & Recreation

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2526-96: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$6,188 FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND AND APPROPRIATING THESE FUNDS TO THE NEET EASEMENT VEGETATION REPLACEMENT PROJECT, FOR THE PLANTING OF TREES IN VARIOUS PARKS.

BACKGROUND:

In February 2023, the City Council approved the establishment of a Capital Project account, which would cover the costs associated with planting trees in various parks, utilizing funds received from a Revocable License and Utility/ROW Crossings Agreement with NextEra Energy Transmission Southwest, LLC (NEET). The original negotiated payment received from NEET was \$125,000, which was considered a fair payment for the damage to and removal of trees and vegetation associated with their project. Those funds were allocated to the General Fund, Parks Department Administration Division, Minor Equipment and Tools Account (10770370-43699), and then transferred into the Capital Fund, NEET Easement Vegetation Replacement Project, Construction account (50798813-46101; Project PR0174) to be used for the planting of trees in various parks.

Since that time, the City Forester has initiated a project to plant trees in Griffin Park and other neighborhood parks, which includes the installation of trees and irrigation at each location. This project will continue for years to come and will make a noticeable difference in the number of trees we are able to plant each year, compared to the time before this capital project was implemented. Similar negotiated payments from other projects where healthy trees are requested to be removed as part of an easement or ROW agreement could also be used for this project.

DISCUSSION:

On April 16, 2025, City Council approved a grant of easement to Wildwood Community Church, Inc. (Wildwood) across the Hall Park greenbelt property/park land adjacent to the church, to allow construction of a pedestrian bridge to connect a new south parking lot on land owned by the church with the main church parking lot and building lot (Easement Number E-2425-18).

That Easement Agreement, among other items, addressed the removal of vegetation by Wildwood in the course of the bridge construction and a means of compensating the city for any removal of otherwise healthy trees. City Forestry staff conducted an audit of the trees to be removed (by type, location, and number) in July 2025 and estimated the replacement cost.

Through negotiations, the City and Wildwood agreed that Wildwood would pay \$6,188 in damages for the vegetation, and that amount was remitted to the City. Since the total amount was solely related to the value of the trees removed, the negotiated fee was to be placed in an account for the Director of Parks and Recreation to plant trees elsewhere within the City, following the example of similar tree work done with the NEET project in 2023. Wildwood remitted payment to the City of Norman via check payment in July 2025, and those funds are currently in the General Fund Reimbursements-Refunds Account (109-364251).

RECOMMENDATION:

City Staff recommends approval of Resolution Number R-2526-96 authorizing the transfer of \$6,188 received for tree removal and vegetation damage remediation from the General Fund (10930194-48050) to the Capital Fund (509-372910), and appropriating said funds to the NEET Easement Vegetation Replacement Project, Construction account (50798813-46101; Project PR0174), for the planting of trees in various parks to be accomplished by outside contractors.

Resolution

R-2526-96

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$6,188 FROM THE PARKS ADMIN MINOR EQUIPMENT AND TOOLS ACCOUNT TO THE NEET EASEMENT VEGETATION REPLACEMENT PROJECT TO BE USED FOR THE PLANTING OF TREES IN VARIOUS PARKS.

- § 1. WHEREAS, in April, 2023, the City Council approved a Right of Way (ROW) Agreement, Contract K-2324-110, which established an agreement as to NEET's construction other activities within the City's identified rights-of-way; and
- § 2. WHEREAS, in April 2025, the City Council approved a grant of easement, Number 2425-18 to Wildwood Community Church, Inc., across the Hall Park Greenbelt Park Land for construction of a walk bridge across the greenbelt to connect a new parking lot to the main building lot; and
- § 3. WHEREAS, the ROW Agreement from 2023 established a Vegetation Replacement Capital Project for tree planting in various parks in Norman, utilizing the funds received by the city as compensation for trees removed as part of work being done in a City-owned ROW, with the intention of adding additional funds to that project as other vegetation was removed as part of any future projects on City property, ROW's and Easements; and
- § 4. WHEREAS, through an audit by the City Forester of the removed vegetation in the Wildwood easement for their bridge construction, and through negotiation, Wildwood agreed to pay \$6,188 as damages to this vegetation, and the funds are to be placed in an account for the Director of Parks and Recreation to use to plant trees elsewhere within the City.

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

- § 5. THAT That the following transfer of funds be approved for the reasons as stated above.

<u>Losing Account</u>	<u>Gaining Account</u>	<u>Amount</u>
General Fund Reimbursements- Refunds Account (109-364251)	NEET Easement Vegetation Replacement Project PR0174, Account 50798813-46101	\$6,188

PASSED AND APPROVED this 13th day of January, 2026.

Mayor, Stephen T. Holman

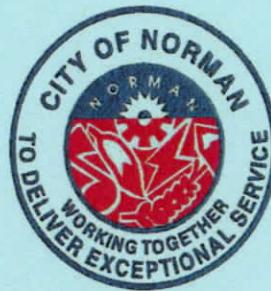
ATTEST:

City Clerk



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069



Meeting Agenda

Tuesday, January 27, 2026

6:30 PM

DIRECTOR OF PARKS AND RECREATION

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

City Council

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



CITY OF NORMAN, OK

CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
 Tuesday, January 27, 2026 at 6:30 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.

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY

You are required to sign up in advance of the meeting on the City's webpage, by calling the City Clerk's Office (405-366-5406), or at the Council Chambers prior to the start of the meeting with your name, ward, and item you wish to speak to including whether you are a proponent or opponent. When the time comes for public comments, the Clerk will call your name and you can make your way to the podium. Comments may be limited on items of higher interest, if so, the Mayor will announce that at the beginning of the meeting. Participants may speak one time only up to 4 minutes per person per item. There will be no yielding of time to another person. Sign up does not guarantee you will get to speak if the allotted time for that item has already been exhausted. If there is time remaining after those registered to speak have spoken, persons not previously signed up may have the opportunity to speak. Comments received must be limited to the motion on the floor only.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

COUNCIL ANNOUNCEMENTS

CONSENT DOCKET

This item is placed on the agenda so that the City Council, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with approval of all Councilmembers, that item will be heard in regular order. Staff recommends that Item 1 through Item 30 be placed on the consent docket.

APPROVAL OF MINUTES

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

CITY COUNCIL SPECIAL MEETING MINUTES OF JANUARY 13, 2026.

CITY COUNCIL STUDY SESSION MEETING MINUTES OF, JANUARY 6, 2026.

First Reading Ordinance

2. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-6 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE SOUTHWEST QUARTER (SW/4) OF SECTION FOUR (4), TOWNSHIP EIGHT NORTH (T8N), RANGE TWO WEST (R2W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND I-1, LIGHT INDUSTRIAL DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1751 E. IMHOFF ROAD; WARD 1)

Appointments

3. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENTS AS FOLLOWS:

BOARD OF APPEALS

TERM: 02-03-26 TO 02-03-29, LEANNA RITCHER - WARD 2

TERM: 02-03-26 TO 02-03-29, JON HORN - WARD 3

BICYCLE ADVISORY COMMITTEE

TERM: 02-13-26 TO 02-13-29, HAL CANTWELL- WARD 3

TERM: 02-13-26 TO 02-13-29, PAUL WARREN - WARD 7

TERM: 02-13-26 TO 02-13-29, ALEX LANPHERE - WARD 2

SOCIAL AND VOLUNTARY SERVICES COMMISSION

TERM: 01-27-26 TO 12-09-28, SCOTT MEIER - WARD 3

TERM: 01-27-26 TO 12-09-28, SANDY DUNCAN - WARD 3

Reports/Communications

4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF DECEMBER 2025.

5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF DECEMBER 31, 2025, AND DIRECTING THE FILING THEREOF.
6. CONSIDERATION OF ACKNOWLEDGEMENT, ACCEPTANCE, AMENDMENT AND/OR POSTPONEMENT OF THE RECEIPT OF THE 2025 LONG RANGE TRANSIT PLAN (LRTP) FOR CENTRAL OKLAHOMA AS COMPLETED AND ADOPTED BY THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS (ACOG).
7. CONSIDERATION OF ACKNOWLEDGEMENT, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE NORMAN FORWARD FINANCIAL OVERSIGHT BOARD ANNUAL REPORT FROM JANUARY 1, 2025, THROUGH DECEMBER 31, 2025.

Authorization for Purchase

8. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AUTHORIZATION TO PURCHASE ONE (1) NEW CNG CUTAWAY TRANSIT BUS TO REPLACE UNIT 5-2471 IN THE PARATRANSIT FLEET FROM TESCO IN THE AMOUNT OF \$192,455 UTILIZING THE STATE OF OHIO CONTRACT NUMBER DOT24824-3; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

Acceptance of Deed

9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF DEDICATION/DONATION FROM LANDMARK LAND COMPANY, L.L.C., OF 0.1094 ACRES OF REAL PROPERTY LEGALLY DESCRIBED AS MONTE VISTA ESTATES PHASE 1 BLOCK B LOCATED IN SECTION 16, RANGE 2 W, TOWNSHIP 9 N. (WARD 6)

Certificate of Survey

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2526-5: FOR FISCHER ACRES II, (GENERALLY LOCATED ONE-HALF MILE SOUTH OF EAST LINDSEY STREET AND ONE-FOURTH MILE WEST OF 156TH AVENUE S.E. OFF OF HAYFIELD ROAD (PRIVATE) (WARD 5).

Easement

11. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PARTIAL RELEASE OF EASEMENT E-1718-38 AND THE RELEASE OF EASEMENT E-2021-82: SANITARY SEWER EASEMENTS, LOCATED WITHIN THE PROPERTY BEING PLATTED AS TURTLE CROSSING PHASE 2 (GENERALLY LOCATED SOUTH OF EAST LINDSEY STREET AND ½ MILE EAST OF 24TH AVENUE S.E.) (WARD 5).

Final Plat

12. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2526-13: FINAL PLAT FOR UNIVERSITY NORTH PARK ADDITION, SECTION XXIV A PLANNED UNIT DEVELOPMENT, (GENERALLY LOCATED ¼ MILE EAST OF 24TH AVENUE N.W. AND ½ MILE SOUTH OF ROCK CREEK ROAD. (WARD 8).

Contracts

13. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-1920-22: BY AND BETWEEN THE CITY OF NORMAN AND OLSSON, INC., INCREASING THE CONTRACT AMOUNT BY \$587,889.01 FOR A REVISED CONTRACT AMOUNT OF \$1,691,853.78 TO PROVIDE CONTINUED 2019 BOND PROGRAM MANAGEMENT THROUGH 2030. (City)

14. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-2223-85: BETWEEN THE CITY OF NORMAN AND OLSSON, INC. FOR ADDITIONAL DESIGN ENGINEERING SERVICES TO THE 36TH AVENUE SE WIDENING 2019 BOND PROJECT – CEDAR LANE ROAD TO STATE HIGHWAY 9 IN THE AMOUNT OF \$58,000.00. (Ward 1)

15. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-70: BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND CEC CORPORATION FOR ON-CALL ENGINEERING SERVICES ON AN AS-NEEDED BASIS. (City)

16. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-71: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND COWAN GROUP ENGINEERING, L.L.C., FOR ON-CALL ENGINEERING AND SURVEYING SERVICES ON AN AS-NEEDED BASIS

17. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-72: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, NORMAN UTILITIES AUTHORITY, AND FREESE AND NICHOLS, INC., FOR ON-CALL ARCHITECTURAL SERVICES ON AN AS-NEEDED BASIS. (City)

18. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-73: BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND GARVER, L.L.C., FOR ON-CALL ENGINEERING AND ENVIRONMENTAL SERVICES ON AN AS-NEEDED BASIS. (City)

19. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-74: BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND HALFF AND ASSOCIATES, INC., FOR ON-CALL SURVEYING SERVICES ON AN AS-NEEDED BASIS. (City)
20. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-75: BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND KIMLEY HORN AND ASSOCIATES, INC., FOR ON-CALL ENVIRONMENTAL SERVICES ON AN AS-NEEDED BASIS. (City)
21. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-76: BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND KRITTENBRINK ARCHITECTURE, L.L.C., FOR ON-CALL ARCHITECTURAL SERVICES ON AN AS-NEEDED BASIS. (City)
22. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-77: BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND MA+ ARCHITECTURE, L.L.C., FOR ON-CALL ARCHITECTURAL SERVICES ON AN AS-NEEDED BASIS. (City)
23. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-78: BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND THE MCKINNEY PARTNERSHIP ARCHITECTS, P.C., FOR ON-CALL ARCHITECTURAL SERVICES ON AN AS-NEEDED BASIS. (City)
24. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-79: BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND OLSSON, INC., FOR ON-CALL ENVIRONMENTAL SERVICES ON AN AS-NEEDED BASIS. (City)
25. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-80: BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND PARKHILL, SMITH, & COOPER, INC., FOR ON-CALL SURVEYING SERVICES ON AN AS-NEEDED BASIS. (City)
26. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-86: BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND WHITE HAWK ENGINEERING & DESIGN, L.L.C., FOR ON-CALL SURVEYING SERVICES ON AN AS-NEEDED BASIS. (City)

27. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-87: BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND WSB L.L.C., FOR ON-CALL ENVIRONMENTAL SERVICES ON AN AS-NEEDED BASIS. (City)
28. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-126: BY AND BETWEEN THE CITY OF NORMAN AND FREESE AND NICHOLS, INC., IN THE AMOUNT OF \$99,969, FOR PROFESSIONAL SURVEY, DESIGN, ANALYSIS, AND ENGINEERING SERVICES RELATED TO THE WATER QUALITY RETROFIT OF THE SEQUOYAH TRAILS BLOCK A COMMON SPACE DETENTION POND, AS OUTLINED IN THE STAFF REPORT. (Ward 6)
29. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-132: BETWEEN THE NORMAN UTILITIES AUTHORITY AND GARVER, L.L.C., IN THE AMOUNT OF \$76,146 FOR ENGINEERING SERVICES ASSOCIATED WITH THE WATER RECLAMATION FACILITY (WRF) NON-POTABLE REUSE SYSTEM ASSESSMENT PROJECT (WW0211). (Ward 7)
30. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-140: A CONTRACT BETWEEN THE CITY OF NORMAN, OKLAHOMA, NORMAN TAX INCREMENT FINANCE AUTHORITY, NORMAN MUNICIPAL AUTHORITY, THE NORMAN UTILITIES AUTHORITY, NORMAN ECONOMIC DEVELOPMENT AUTHORITY, NORMAN PARKING AND TRANSIT AUTHORITY AND MUNICIPAL FINANCE SERVICES, INC., TO PROVIDE FINANCIAL ADVISORY SERVICES TO THE CITY OF NORMAN. (City)

NON-CONSENT ITEMS

Second Reading Ordinance

31. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-19 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION 15, TOWNSHIP 8 NORTH, RANGE 2 WEST AND THE EAST HALF (E/2) OF SECTION 16, TOWNSHIP 8 NORTH, RANGE 2 WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (EAST OF US HIGHWAY 77, SOUTH OF E. CEDAR LANE, AND NORTH OF POST OAK ROAD. (Ward 5)

32. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-11: PRELIMINARY PLAT FOR LIBERTY POINT ADDITION, A PLANNED UNIT DEVELOPMENT, LOCATED AT THE NORTHEAST CORNER OF THE INTERSECTION OF CLASSEN BOULEVARD (STATE HIGHWAY NO. 77) AND POST OAK ROAD (Ward 5).
33. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-13 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR A FRATERNITY OR SORORITY HOUSE IN THE R-3, MULTIFAMILY DWELLING DISTRICT, FOR THE NE/4 OF SECTION 6, TOWNSHIP 8 NORTH, RANGE 2 WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1401 COLLEGE AVENUE; WARD 7)
34. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-16 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTION 20-109 AND APPENDIX A TO ADD MASSAGE THERAPY AND BODYWORK SERVICES ESTABLISHMENT TO THE FEE SCHEDULE FOR LICENSES; AMENDING SECTION 20-202 TO CLARIFY DEFINITION OF "ADULT ENTERTAINMENT BUSINESS"; ADDING DEFINITIONS AND LICENSURE REQUIREMENTS FOR "MASSAGE THERAPY AND BODYWORK SERVICES ESTABLISHMENTS" TO CHAPTER 20; AND DELETING THE DEFINITION OF "MASSAGE PARLOR" AND "SEXUAL ENCOUNTER CENTER" FROM SECTION 36-101 OF THE CODE OF THE CITY OF NORMAN, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (CITY)
35. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-18 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE A PART OF THE SOUTH HALF OF SECTION NINE (9), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3400 CLASSEN BOULEVARD; WARD 7)
36. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-10: PRELIMINARY PLAT FOR 3400 CLASSEN BOULEVARD, GENERALLY LOCATED 1/4 MILE NORTH OF CEDAR LANE ROAD ON THE WEST SIDE OF CLASSEN BOULEVARD (STATE HIGHWAY NO. 77) (Ward 7).

37. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-24 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE PART OF THE SOUTHWEST QUARTER (SW/4) OF THE SOUTHWEST QUARTER (SW/4) OF SECTION THIRTY-FOUR (34), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2525 E. LINDSEY STREET, WARD 1)
38. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-25 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOT 1, BLOCK 1 OF 36TH NORTH BUSINESS PARK AND A REPLAT OF LOT 1, BLOCK 1 OF S.C.M.C. ADDITION AND LOT 6, BLOCK 1, OF BROCE INDUSTRIAL PARK OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED EAST OF 36TH AVENUE N.W. APPROXIMATELY ONE-HALF MILE NORTH OF ROCK CREEK ROAD; WARD 8)
39. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-26 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, FOR CLOSURE OF SPECIFIC FIFTEEN-FOOT (15') WIDE EASEMENTS LOCATED WITHIN LOT 1, BLOCK 1, 36TH NORTH BUSINESS PARK, A PLANNED UNIT DEVELOPMENT. (WARD 8).

40. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-29 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN THE CITY OF NORMAN, STATE OF OKLAHOMA (THE "CITY"), ON THE 7th DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF THE ISSUANCE OF THE BONDS OF SAID CITY IN AN AMOUNT NOT TO EXCEED THE SUM OF THIRTY-FIVE MILLION DOLLARS (\$35,000,000) TO BE ISSUED IN SERIES TO PROVIDE FUNDS FOR THE PURPOSES OF RECONSTRUCTING, REPAIRING, IMPROVING, AND REHABILITATING EXISTING STREETS, ROADS, AND INTERSECTIONS IN THE CITY (INCLUDING LIGHTING, SIDEWALKS/BIKEPATHS, LANDSCAPING, RELATED DRAINAGE IMPROVEMENTS, DRIVEWAY RECONSTRUCTION, AND OTHER RELATED IMPROVEMENTS); AND LEVYING AND COLLECTING AN ANNUAL TAX, IN ADDITION TO ALL OTHER TAXES, UPON ALL THE TAXABLE PROPERTY IN SAID CITY FOR THE PAYMENT OF THE INTEREST AND PRINCIPAL ON SAID BONDS; PROVIDING FOR ELECTION PROCEDURES; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

41. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-32 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA TO AMEND THE DEFINITION OF PERMANENT RESIDENT; PROVIDE A DEFINITION OF RECREATIONAL VEHICLES; INCREASE THE TRANSIENT GUEST ROOM TAX RATE FROM EIGHT PERCENT TO TEN PERCENT AND EXPAND THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES TEMPORARILY RENTED FOR RECREATIONAL VEHICLES; ALL CONTINGENT ON VOTER APPROVAL OF ORDINANCE O-2526-33; PROVIDING FOR AN EFFECTIVE DATE FOR SAID CHANGES SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.

42. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-33 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN SAID CITY OF NORMAN, STATE OF OKLAHOMA ON THE SEVENTH DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED, QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF APPROVING OR REJECTING ORDINANCE NO. O-2526-32, WHICH ORDINANCE AMENDS SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA BY EXPANDING THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES RENTED FOR OVERNIGHT STAYS IN RECREATIONAL VEHICLES AND INCREASING THE EXCISE TAX UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM RENTS RECEIVED FROM OCCUPANCY OF HOTEL ROOMS AND RECREATIONAL VEHICLE SPACES FROM EIGHT PERCENT TO TEN PERCENT; PROVIDING AN EFFECTIVE DATE FOR SAID INCREASE SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.

43. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-34 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING ARTICLE II, SECTION 2 OF THE CITY CHARTER TO MOVE THE BEGINNING DATE OF COUNCILMEMBER AND MAYORAL TERMS TO THE FIRST TUESDAY FOLLOWING SCHEDULED RUN-OFF ELECTIONS BEGINNING IN 2028 FOR EVEN-NUMBERED WARDS, 2029 FOR ODD-NUMBERED WARDS, AND 2031 FOR MAYORAL TERMS; ARTICLE V, SECTION 2 OF THE CITY CHARTER TO ALLOW FOR ALTERNATIVE PROFESSIONAL CERTIFICATIONS BEYOND CERTIFIED PUBLIC ACCOUNTANT TO QUALIFY FOR THE POSITION OF CITY AUDITOR; ESTABLISHING AN EFFECTIVE DATE CONTINGENT UPON APPROVAL BY THE VOTERS AND AS PROVIDED BY LAW; AND PROVIDING FOR THE SEVERABILITY THEREOF.

44. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-35 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN THE CITY OF NORMAN, STATE OF OKLAHOMA, ON THE 7TH DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF APPROVING OR REJECTING ORDINANCE O-2526-34, WHICH ORDINANCE AMENDS ARTICLE II, SECTION 2 OF THE CITY CHARTER TO MOVE THE BEGINNING DATE OF COUNCILMEMBER AND MAYORAL TERMS TO THE FIRST TUESDAY FOLLOWING SCHEDULED RUN-OFF ELECTIONS BEGINNING IN 2028 FOR EVEN-NUMBERED WARDS, 2029 FOR ODD-NUMBERED WARDS, AND 2031 FOR MAYORAL TERMS; ARTICLE V, SECTION 2 OF THE CITY CHARTER TO ALLOW FOR ALTERNATIVE PROFESSIONAL CERTIFICATIONS BEYOND CERTIFIED PUBLIC ACCOUNTANT TO QUALIFY FOR THE POSITION OF CITY AUDITOR; AND PROVIDING FOR THE SEVERABILITY THEREOF.
45. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-36 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN THE CITY OF NORMAN, STATE OF OKLAHOMA (THE "CITY"), ON THE 7TH DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF THE ISSUANCE OF GENERAL OBLIGATION BONDS OF SAID CITY IN AN AMOUNT NOT TO EXCEED THE SUM OF EIGHT MILLION DOLLARS (\$8,000,000) TO BE ISSUED IN ONE OR MORE SERIES TO PROVIDE FUNDS FOR THE ACQUIRING, CONSTRUCTING, RECONSTRUCTING, EXPANDING, REPAIRING, WHICH MAY ALSO INCLUDE IMPROVING, RENOVATING, ACQUIRING AND EQUIPPING OF A COMMUNITY FACILITY TO SERVE AS A HOMELESS SHELTER AND TO BE OWNED EXCLUSIVELY BY THE CITY; TO BE COMPLETED WITH OR WITHOUT THE USE OF OTHER FUNDS, AND LEVYING AND COLLECTING AN ANNUAL TAX, IN ADDITION TO ALL OTHER TAXES, UPON ALL THE TAXABLE PROPERTY IN SAID CITY FOR THE PAYMENT OF THE INTEREST AND PRINCIPAL ON SAID BONDS; PROVIDING FOR ELECTION PROCEDURES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATED THERETO.
46. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2526-92: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, GIVING THE SECRETARY OF THE CLEVELAND COUNTY ELECTION BOARD NOTICE OF A SPECIAL ELECTION TO BE HELD ON APRIL 7, 2026.

MISCELLANEOUS COMMENTS

This is an opportunity for citizens to address City Council. Due to Open Meeting Act regulations, Council is not able to participate in discussion during miscellaneous comments. Remarks should be directed to the Council as a whole and limited to four minutes or less.

ADJOURNMENT

File Attachments for Item:

41. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR
POSTPONEMENT OF ORDINANCE O-2526-32 UPON SECOND AND FINAL
READING: AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING
SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF
NORMAN, OKLAHOMA TO AMEND THE DEFINITION OF PERMANENT RESIDENT;
PROVIDE A DEFINITION OF RECREATIONAL VEHICLES; INCREASE THE
TRANSIENT GUEST ROOM TAX RATE FROM EIGHT PERCENT TO TEN PERCENT
AND EXPAND THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES
TEMPORARILY RENTED FOR RECREATIONAL VEHICLES; ALL CONTINGENT ON
VOTER APPROVAL OF ORDINANCE O-2526-33; PROVIDING FOR AN EFFECTIVE
DATE FOR SAID CHANGES SUBJECT TO VOTER APPROVAL; AND PROVIDING
FOR THE SEVERABILITY THEREOF.



CITY OF NORMAN, OK STAFF REPORT

Item 2.
Item 41.

MEETING DATE: 01/27/2026

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Kathryn Walker, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-32 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA TO AMEND THE DEFINITION OF PERMANENT RESIDENT; PROVIDE A DEFINITION OF RECREATIONAL VEHICLES; INCREASE THE TRANSIENT GUEST ROOM TAX RATE FROM EIGHT PERCENT TO TEN PERCENT AND EXPAND THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES TEMPORARILY RENTED FOR RECREATIONAL VEHICLES; ALL CONTINGENT ON VOTER APPROVAL OF ORDINANCE O-2526-33; PROVIDING FOR AN EFFECTIVE DATE FOR SAID CHANGES SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND:

The voters of Norman first approved the Transient Guest Room Tax ("Room Tax") of 4% in 1980 for the explicit purpose of encouraging, promoting, and fostering the convention and tourism development within the City of Norman. The tax is applied to gross proceeds or rent derived from the rental of rooms or houses in Norman for less than 30 days. The tax has been increased two times since 1980. The revenues from the Room Tax are currently split between the Norman Convention and Visitors Bureau d/b/a VisitNorman (59.375%), the Norman Arts Council (25%), and the Norman Parks and Recreation Department (15.625%) after four percent (4%) is retained by the City to cover costs related to administering the tax. These allocations are set forth in contracts with VisitNorman and Norman Arts Council and not in the ordinance.

Council has recently discussed the planned growth in offerings in Norman for rental of spaces for overnight stays in recreational vehicles. Application of the Room Tax is currently limited to the rental of rooms or homes and does not apply to the rental of spaces for overnight stays in recreational vehicles.

Additionally, recent increases to the Room Tax in other metro area cities has raised the issue of whether Norman's Room Tax could also be raised to provide additional funding for the Norman

Parks and Recreation Department, particularly since the department did not receive any of the additional funding associated with the last increase in the Room Tax rate in 2023.

DISCUSSION:

Ordinance O-2526-32 amends the Transient Guest Room Tax to accomplish the changes discussed above. First, a definition of "recreational vehicles" would be added to the Code, as well as an amendment to the definition of "permanent resident". Permanent residents, as defined in the Code, are exempt from payment of the Room Tax. Amending the definition ensures spaces rented for overnight stays in recreational vehicles are taxed in the same way as other rooms or houses rented on a short term basis, while longer term residents ("permanent residents") are not subject to Room Tax.

The ordinance also proposes an increase in the Room Tax rate from 8% to 10%. This tax is paid by visitors to Norman, and not Norman residents. Both the question of applying the tax to spaces rented for overnight stays in recreational vehicles and the increase in tax rate are subject to voter approval and Ordinance O-2526-32 is contingent on the passage of Ordinance O-2526-33 which calls a Special Election for April 7, 2026 for this purpose and sets forth the ballot language. If the election is successful, the rate increase will go into effect on July 1, 2026.

RECOMMENDATION:

Staff recommends adoption of Ordinances O-2526-32 and O-2526-33 upon Second and Final Reading.

AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA TO AMEND THE DEFINITION OF PERMANENT RESIDENT; PROVIDE A DEFINITION OF RECREATIONAL VEHICLES; INCREASE THE TRANSIENT GUEST ROOM TAX RATE FROM EIGHT PERCENT TO TEN PERCENT AND EXPAND THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES TEMPORARILY RENTED FOR RECREATIONAL VEHICLES; ALL CONTINGENT ON VOTER APPROVAL OF ORDINANCE O-2526-33; PROVIDING FOR AN EFFECTIVE DATE FOR SAID CHANGES SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.

- § 1. WHEREAS, the Norman Transient Guest Room Tax Ordinance was originally adopted in May 1980 with the citizens of Norman voting to enact the corresponding excise tax of four percent (4%) in July 1980; and
- § 2. WHEREAS, the excise tax has been increased twice since its original adoption when it was increased from four percent (4%) to five percent (5%) in 2013 and from five percent (5%) to eight percent (8%) in 2023; and
- § 3. WHEREAS, excise tax funds collected through this tax are used exclusively for the purpose of encouraging, promoting and fostering the convention and tourism development in the City of Norman; and
- § 4. WHEREAS, increasing numbers of visitors to Norman are bringing recreational vehicles to Norman and renting space to park and stay in the vehicle during their visit to Norman;
- § 5. WHEREAS, increased revenue collected from the Transient Guest Room Tax can enhance convention and tourism development through investments in City parks.

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

- § 6. THAT, Section 12-501 of the Code of the City of Norman be amended to add the following:

12-501 Definitions

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*

*

*

*

Permanent resident means any occupant who has or shall have the right of occupancy of any rooms in a hotel or spaces for recreational vehicles in excess of 30 consecutive days during the current calendar year or preceding year.

Recreational vehicle (RV) means a motor vehicle or trailer equipped for living, offering temporary accommodations for camping, travel, and leisure, including features like beds, kitchens, and bathrooms, encompassing types of motorhomes (Class A, B, C) to towable trailers, campers, and truck campers, all designed for recreational use.

* * *

§ 7. THAT, Section 12-502 of the Code of the City of Norman be amended as follows:

12-502 Tax Rate

There is hereby levied an excise tax of eight ten percent upon the gross proceeds or gross receipts derived from all rent for every occupancy of rooms in a hotel and occupancy of spaces rented for overnight stays in a recreational vehicle in this City except that the tax shall not be imposed where the rent is less than a rate of \$3.00 per day.

§ 8. **Effective Date.** The rates described above shall be effective for all occupancy billings issued on or after the 1st day of July, 2026, and thereafter conditioned upon said rate increase being approved by a majority of the registered voters voting in an election called for the purpose of approving or rejecting said rates; Said election to be held on the 7th day of April, 2026.

§ 9. **Severability.** If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance, except, that the effective date provision shall not be severable from the operative provisions of the ordinance.

PASSED AND ADOPTED AND SIGNED BY THE MAYOR THIS 27TH DAY OF JANUARY, 2026.

THE CITY OF NORMAN, OKLAHOMA

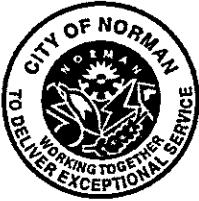
Mayor

ATTEST:

City Clerk

File Attachments for Item:

42. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-33 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN SAID CITY OF NORMAN, STATE OF OKLAHOMA ON THE SEVENTH DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED, QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF APPROVING OR REJECTING ORDINANCE NO. O-2526-32, WHICH ORDINANCE AMENDS SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA BY EXPANDING THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES RENTED FOR OVERNIGHT STAYS IN RECREATIONAL VEHICLES AND INCREASING THE EXCISE TAX UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM RENTS RECEIVED FROM OCCUPANCY OF HOTEL ROOMS AND RECREATIONAL VEHICLE SPACES FROM EIGHT PERCENT TO TEN PERCENT; PROVIDING AN EFFECTIVE DATE FOR SAID INCREASE SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.



CITY OF NORMAN, OK STAFF REPORT

Item 2.

Item 42.

MEETING DATE: 01/27/2026

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Kathryn Walker, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-33 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN SAID CITY OF NORMAN, STATE OF OKLAHOMA ON THE SEVENTH DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED, QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF APPROVING OR REJECTING ORDINANCE NO. O-2526-32, WHICH ORDINANCE AMENDS SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA BY EXPANDING THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES RENTED FOR OVERNIGHT STAYS IN RECREATIONAL VEHICLES AND INCREASING THE EXCISE TAX UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM RENTS RECEIVED FROM OCCUPANCY OF HOTEL ROOMS AND RECREATIONAL VEHICLE SPACES FROM EIGHT PERCENT TO TEN PERCENT; PROVIDING AN EFFECTIVE DATE FOR SAID INCREASE SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND:

The voters of Norman first approved the Transient Guest Room Tax ("Room Tax") of 4% in 1980 for the explicit purpose of encouraging, promoting, and fostering the convention and tourism development within the City of Norman. The tax is applied to gross proceeds or rent derived from the rental of rooms or houses in Norman for less than 30 days. The tax has been increased two times since 1980. The revenues from the Room Tax are currently split between the Norman Convention and Visitors Bureau d/b/a VisitNorman (59.375%), the Norman Arts Council (25%), and the Norman Parks and Recreation Department (15.625%) after four percent (4%) is retained by the City to cover costs related to administering the tax. These allocations are set forth in contracts with VisitNorman and Norman Arts Council and not in the ordinance.

Council has recently discussed the planned growth in offerings in Norman for rental of spaces for overnight stays in recreational vehicles. Application of the Room Tax is currently limited to the rental of rooms or homes and does not apply to the rental of spaces for overnight stays in recreational vehicles.

Additionally, recent increases to the Room Tax in other metro area cities has raised the issue of whether Norman's Room Tax could also be raised to provide additional funding for the Norman Parks and Recreation Department, particularly since the department did not receive any of the additional funding associated with the last increase in the Room Tax rate in 2023.

DISCUSSION:

Ordinance O-2526-32 amends the Transient Guest Room Tax to accomplish the changes discussed above. First; a definition of "recreational vehicles" would be added to the Code, as well as an amendment to the definition of "permanent resident". Permanent residents, as defined in the Code, are exempt from payment of the Room Tax. Amending the definition ensures spaces rented for overnight stays in recreational vehicles are taxed in the same way as other rooms or houses rented on a short term basis, while longer term residents ("permanent residents") are not subject to Room Tax.

The ordinance also proposes an increase in the Room Tax rate from 8% to 10%. This tax is paid by visitors to Norman, and not Norman residents. Both the question of applying the tax to spaces rented for overnight stays in recreational vehicles and the increase in tax rate are subject to voter approval and Ordinance O-2526-32 is contingent on the passage of Ordinance O-2526-33 which calls a Special Election for April 7, 2026 for this purpose and sets forth the ballot language. If the election is successful, the rate increase will go into effect on July 1, 2026.

RECOMMENDATION:

Staff recommends adoption of Ordinances O-2526-32 and O-2526-33 upon Second and Final Reading.

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN SAID CITY OF NORMAN, STATE OF OKLAHOMA ON THE 7th DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED, QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF APPROVING OR REJECTING ORDINANCE O-2526-32, WHICH ORDINANCE AMENDS SECTIONS 12-501 AND 12-502 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN, OKLAHOMA BY EXPANDING THE APPLICATION OF THE TAX RATE TO INCLUDE SPACES RENTED FOR OVERNIGHT STAYS IN RECREATIONAL VEHICLES AND INCREASING THE EXCISE TAX UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM RENTS RECEIVED FROM OCCUPANCY OF HOTEL ROOMS AND RECREATIONAL VEHICLE SPACES FROM EIGHT PERCENT TO TEN PERCENT; PROVIDING AN EFFECTIVE DATE FOR SAID INCREASE SUBJECT TO VOTER APPROVAL; AND PROVIDING FOR THE SEVERABILITY THEREOF.

- § 1. WHEREAS, the Norman Transient Guest Room Tax Ordinance was originally adopted in May 1980 with the citizens of Norman voting to enact the corresponding excise tax of four percent (4%) in July 1980; and
- § 2. WHEREAS, the excise tax has been increased twice since its original adoption when it was increased from four percent (4%) to five percent (5%) in 2013 and from five percent (5%) to eight percent (8%) in 2023; and
- § 3. WHEREAS, excise tax funds collected through this tax are used exclusively for the purpose of encouraging, promoting and fostering the convention and tourism development in the City of Norman; and
- § 4. WHEREAS, increasing numbers of visitors to Norman are bringing recreational vehicles to Norman and renting space to park and stay in the vehicle during their visit to Norman;
- § 5. WHEREAS, increased revenue collected from the Transient Guest Room Tax can enhance convention and tourism development through investments in City parks.

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

- § 6. Proposition. That the Mayor of the City of Norman, Oklahoma, or in his absence or incapacity, the duly qualified Mayor Pro Tem, be and hereby is authorized and directed to call a special election to be held in the City of Norman, Oklahoma, on the 7th day of April, 2026 for the purpose of submitting to the registered, qualified voters of said City of Norman, Oklahoma, for their approval or rejection the following propositions:

PROPOSITION 2

Shall Ordinance O-2526-32 of the Council of the City of Norman, Oklahoma, increasing the Transient Guest Room Tax Rate by two percent (2%) to a total of ten percent (10%) and expanding the application of the tax rate to include spaces temporarily rented for overnight stays in a recreational vehicle, effective on July 1, 2026, be approved?

§ 7. Election Procedures. That with respect to the election to be held on April 7, 2026:

a. The number and location of the polling places, the hours of opening and closing of the polls, and the names of the officers who shall conduct the election shall be the same as the regular polling places and persons prescribed and selected by the Cleveland County Election Board for elections in Norman, Oklahoma. As provided in Title 26, Oklahoma Statutes Section 13-103, the City authorizes the Cleveland County Election Board to open all precinct polling places located within the municipal boundaries of the City.

b. That the Special Election Proclamation and Notice of even date, a copy of which is on file with the City Clerk and which is incorporated herein by reference, calling said election is hereby approved in all respects, and the Mayor or Mayor Pro Tem is hereby authorized to execute said Special Election Proclamation and Notice on behalf of the City, and the City Clerk or Deputy City Clerk is hereby authorized to attest and affix the seal of the City to said Special Election Proclamation and Notice, and to cause a copy of said Special Election Proclamation and Notice to be published as required by law, and a copy thereof delivered to the Cleveland County Election Board.

c. That the City Clerk shall serve or cause to be served, a copy of this Ordinance and the Special Election Proclamation and Notice upon the office of the Cleveland County Election Board at least sixty days prior to the date of the election as required by law.

§ 8. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the Ordinance.

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PASSED AND ADOPTED AND SIGNED BY THE MAYOR THIS 27TH DAY OF JANUARY, 2026.

THE CITY OF NORMAN, OKLAHOMA

Mayor

ATTEST:

City Clerk

SPECIAL ELECTION PROCLAMATION AND NOTICE OF ELECTION

Under and by virtue of the Statutes of the State of Oklahoma and acts complimentary, supplementary and enacted pursuant thereto, and Ordinance Nos. O-2526-29, O-2526-33, O-2526-35 and O-2526-36 dated January 27, 2026, authorizing the calling of an election on the Propositions hereinafter set forth, I, the undersigned Mayor of the City of Norman, Oklahoma, hereby call a special election and give notice thereof to be held in the City of Norman, Oklahoma, on the 7th day of April, 2026, for the purpose of submitting to the registered qualified voters in said City the proposed Propositions:

PROPOSITION I

Shall the City of Norman, State of Oklahoma, incur an indebtedness by issuing its bonds in the sum of Thirty-Five Million Dollars (\$35,000,000) to provide funds for the purpose of reconstructing, repairing, improving, and rehabilitating existing streets, roads, and intersections in the City of Norman, Oklahoma (including lighting, sidewalks/bikepaths, landscaping, related drainage improvements, driveway reconstruction, and other related improvements); and levy and collect an annual tax, in addition to all other taxes, upon all the taxable property in said City sufficient to pay the interest on said bonds as it falls due, and also to constitute a sinking fund for the payment of the principal thereof when due, said bonds to be competitively sold and bear interest at the lowest rate not to exceed the rate of ten percentum (10%) per annum, payable semi-annually and to become due serially within five (5) years from their date?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

1st YES - FOR THE ABOVE PROPOSITION
2nd NO - AGAINST THE ABOVE PROPOSITION

PROPOSITION 2

Shall Ordinance O-2526-32 of the Council of the City of Norman, Oklahoma, increasing the Transient Guest Room Tax Rate by two percent (2%) to a total of ten percent (10%) and expanding the application of the tax rate to include spaces temporarily rented for overnight stays in a recreational vehicle, effective on July 1, 2026, be approved?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

1st YES - FOR THE ABOVE PROPOSITION
2nd NO - AGAINST THE ABOVE PROPOSITION

PROPOSITION 3

Shall Section 2 of Article II of the Charter of the City of Norman be amended to change the beginning of Councilmember and Mayoral terms from the first Tuesday in July to the first Tuesday following scheduled run-off elections beginning in 2028 for Councilmembers representing even-numbered wards, 2029 for Councilmembers representing odd-numbered wards, and 2031 for the Mayor position, as more particularly described in Ordinance O-2526-34?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

1st YES - FOR THE ABOVE PROPOSITION
2nd NO - AGAINST THE ABOVE PROPOSITION

PROPOSITION 4

Shall Section 2 of Article V of the Charter of the City of Norman be amended to allow for alternative professional certifications other than Certified Public Accountant, including Certified Internal Auditor, Certified Fraud Examiner, or equivalent certifications to qualify for the position of City Auditor, as more particularly described in Ordinance O-2526-34?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

1st YES - FOR THE ABOVE PROPOSITION
2nd NO - AGAINST THE ABOVE PROPOSITION

PROPOSITION 5

Shall The City of Norman, State of Oklahoma, incur an indebtedness by issuing its general obligation bonds in the sum of Eight Million Dollars (\$8,000,000) to provide funds for the purpose of acquiring, constructing, reconstructing, expanding, repairing, which may also include improving, renovating, acquiring and equipping a homeless shelter community facility, to be owned exclusively by said City, to be completed with or without the use of other funds, and levy and collect an annual tax, in addition to all other taxes, upon all the taxable property in said City sufficient to pay the interest on said bonds as it falls due, and also to constitute a sinking fund for the payment of the principal thereof when due, said bonds to be competitively sold and bear interest at the lowest rate not to exceed the rate of ten percentum (10%) per annum, payable semi-annually and to become due serially within twenty (20) years from their date?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

1st YES - FOR THE ABOVE PROPOSITION
2nd NO - AGAINST THE ABOVE PROPOSITION

That only the registered qualified voters of the City of Norman, Oklahoma, may vote upon the Propositions as above set forth.

The polls shall be opened at 7:00 o'clock a.m. and shall remain open continuously until and be closed at 7:00 o'clock p.m.

The special election shall be held at the same places and in the same manner prescribed by law for conducting county and state elections and the numbers and locations of the polling places and the persons who shall conduct said election shall be the same as for county and state elections, all as respectively designated and prescribed by the County Election Board of Cleveland County, Oklahoma. As provided in Title 26, Oklahoma Statutes Section 13-103, the City authorizes the Cleveland County Election Board to open all precinct polling places located within the municipal boundaries of the City.

WITNESS my hand as Mayor of the City of Norman, Oklahoma, and the Seal of said City affixed hereto on the _____ day of _____, 2026.

Mayor

(SEAL)

ATTEST:

City Clerk

File Attachments for Item:

45. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-36 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN THE CITY OF NORMAN, STATE OF OKLAHOMA (THE "CITY"), ON THE 7TH DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF THE ISSUANCE OF GENERAL OBLIGATION BONDS OF SAID CITY IN AN AMOUNT NOT TO EXCEED THE SUM OF EIGHT MILLION DOLLARS (\$8,000,000) TO BE ISSUED IN ONE OR MORE SERIES TO PROVIDE FUNDS FOR THE ACQUIRING, CONSTRUCTING, RECONSTRUCTING, EXPANDING, REPAIRING, WHICH MAY ALSO INCLUDE IMPROVING, RENOVATING, ACQUIRING AND EQUIPPING OF A COMMUNITY FACILITY TO SERVE AS A HOMELESS SHELTER AND TO BE OWNED EXCLUSIVELY BY THE CITY; TO BE COMPLETED WITH OR WITHOUT THE USE OF OTHER FUNDS, AND LEVYING AND COLLECTING AN ANNUAL TAX, IN ADDITION TO ALL OTHER TAXES, UPON ALL THE TAXABLE PROPERTY IN SAID CITY FOR THE PAYMENT OF THE INTEREST AND PRINCIPAL ON SAID BONDS; PROVIDING FOR ELECTION PROCEDURES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATED THERETO.



CITY OF NORMAN, OK STAFF REPORT

Item 2.
Item 45.

MEETING DATE: 01/27/2026

REQUESTER: City Council

PRESENTER: Kathryn Walker, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-36 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN THE CITY OF NORMAN, STATE OF OKLAHOMA (THE "CITY"), ON THE 7TH DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF THE ISSUANCE OF GENERAL OBLIGATION BONDS OF SAID CITY IN AN AMOUNT NOT TO EXCEED THE SUM OF EIGHT MILLION DOLLARS (\$8,000,000) TO BE ISSUED IN ONE OR MORE SERIES TO PROVIDE FUNDS FOR THE ACQUIRING, CONSTRUCTING, RECONSTRUCTING, EXPANDING, REPAIRING, WHICH MAY ALSO INCLUDE IMPROVING, RENOVATING, ACQUIRING AND EQUIPPING OF A COMMUNITY FACILITY TO SERVE AS A HOMELESS SHELTER AND TO BE OWNED EXCLUSIVELY BY THE CITY; TO BE COMPLETED WITH OR WITHOUT THE USE OF OTHER FUNDS, AND LEVYING AND COLLECTING AN ANNUAL TAX, IN ADDITION TO ALL OTHER TAXES, UPON ALL THE TAXABLE PROPERTY IN SAID CITY FOR THE PAYMENT OF THE INTEREST AND PRINCIPAL ON SAID BONDS; PROVIDING FOR ELECTION PROCEDURES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

BACKGROUND:

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 for homelessness in Norman with City officials, community partners, and interested neighbors began cooperatively with long-term planning ideas in Spring 2020.

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 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.

The City endeavored to identify an appropriate site for the shelter recommended by the Homebase Plan and recently purchased land for such purpose just south of the current Food & Shelter location. An architect has been engaged to develop conceptual plans and a budget for the construction of a shelter in consultation with the City and CityCare. The plans and budget were presented to Council on January 6, 2026 along with the results of a Shelter Bond Voter Sentiment Survey. Direction was given to place an item authorizing an election to pose the question to the voters of approving general obligation bonds in the amount of \$8 million to fund the homeless shelter on the agenda for January 13, 2026 (First Reading) and January 27, 2026 (Second Reading) so that it could be considered by the voters at the April 7, 2026 election.

DISCUSSION:

Ordinance O-2526-36 authorizes the calling of an election on April 7, 2026 to pose the question to the voters of whether the City should incur indebtedness by issuing its general obligation bonds in the sum of \$8,000,000 to provide funds for the homeless shelter and levy and collect an annual tax upon all taxable property sufficient to pay for the bonds over a twenty-year period.

RECOMMENDATION:

Staff forwards Ordinance O-2526-36 for Council consideration on Second and Final Reading.

PURSUANT TO THE LEGAL NOTICE AS IS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT INCLUDING THE POSTING OF NOTICE AND AGENDA AS IS REQUIRED BY THE TERMS THEREOF, THE MAYOR AND THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA (THE "CITY") MET IN REGULAR SESSION AT THE MUNICIPAL BUILDING COUNCIL CHAMBERS, 201 WEST GRAY, IN NORMAN, OKLAHOMA, ON THE 27TH DAY OF JANUARY, 2026 AT 6:30 O'CLOCK P.M.

PRESENT:

Councilmembers _____

ABSENT:

None

Notice of the schedule of regular meetings of the governing body of The City of Norman, Oklahoma for the calendar year 2026 having been given in writing to the City Clerk of said City at _____ o'clock _____.m. on _____, 2025, and public notice of this meeting, setting forth the date, time, place and agenda was posted at _____ o'clock _____.m. on the _____ day of January, 2026, by posting on the City's Internet website (www.normanok.gov) and by posting at the entry to the Municipal Building, 201 W. Gray, Norman, Oklahoma, 73069, the place of this meeting in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week, being twenty-four (24) hours or more prior to this meeting, excluding Saturdays, Sundays and State designated legal holidays, all in compliance with the Oklahoma Open Meeting Act (as attached hereto). Further, as required by Title 25 Oklahoma Statutes § 311A(9)(a)(1), the City made the notice of a public meeting available to the public in the principal office of the public body (201 W. Gray, Norman, Oklahoma, 73069) during normal business hours at least twenty-four (24) hours prior to the meeting.

(OTHER PROCEEDINGS)

THEREUPON, the Mayor introduced an Ordinance, which was read in full by the Clerk and considered by sections, and upon motion by Councilmember _____, seconded by Councilmember _____, said Ordinance was adopted by the following vote:

YEAS:

Councilmembers _____

NAYS:

None

Said Ordinance was thereupon signed by the Mayor, attested by the Clerk, sealed with the seal of said municipality, and is as follows:

ORDINANCE O-2526-36

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CALLING AND HOLDING OF A SPECIAL ELECTION IN THE CITY OF NORMAN, STATE OF OKLAHOMA (THE "CITY"), ON THE 7TH DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF THE ISSUANCE OF GENERAL OBLIGATION BONDS OF SAID CITY IN AN AMOUNT NOT TO EXCEED THE SUM OF EIGHT MILLION DOLLARS (\$8,000,000) TO BE ISSUED IN ONE OR MORE SERIES TO PROVIDE FUNDS FOR THE ACQUIRING, CONSTRUCTING, RECONSTRUCTING, EXPANDING, REPAIRING, WHICH MAY ALSO INCLUDE IMPROVING, RENOVATING, ACQUIRING AND EQUIPPING OF A COMMUNITY FACILITY TO SERVE AS A HOMELESS SHELTER AND TO BE OWNED EXCLUSIVELY BY THE CITY; TO BE COMPLETED WITH OR WITHOUT THE USE OF OTHER FUNDS, AND LEVYING AND COLLECTING AN ANNUAL TAX, IN ADDITION TO ALL OTHER TAXES, UPON ALL THE TAXABLE PROPERTY IN SAID CITY FOR THE PAYMENT OF THE INTEREST AND PRINCIPAL ON SAID BONDS; PROVIDING FOR ELECTION PROCEDURES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

WHEREAS, it is deemed advisable by The City of Norman, State of Oklahoma (the "City") to provide funds for the following purpose:

- (i) Homeless Shelter Community Facilities: To provide funds for the purpose of acquiring, constructing, reconstructing, expanding, repairing, which may also include improving, renovating, acquiring and equipping a homeless shelter community facility to be exclusively owned by the City.

WHEREAS, the estimated amount necessary for such purpose as listed above is as follows:

- (i) Homeless Shelter Community Facilities: Eight Million Dollars (\$8,000,000); and

WHEREAS, there are no funds in the treasury for such purposes, and power is granted to City by Section 27, Article 10, of the Oklahoma Constitution and laws of the State of Oklahoma, to issue bonds to provide funds for such purposes, provided the same is authorized by the registered qualified voters thereof, voting at an election held for such purpose.

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

SECTION 1. PROPOSITION. That the Mayor of the City, or in his absence or incapacity, the duly qualified Mayor Pro Tempore, be and hereby is authorized and directed to call a special election to be held in the City on the 7th of April, 2026, for the purpose of submitting to the registered qualified voters of the City, for their approval or rejection, the following proposition:

PROPOSITION 5

Homeless Shelter Community Facility Bond Project

Shall The City of Norman, State of Oklahoma, incur an indebtedness by issuing its general obligation bonds in the sum of Eight Million Dollars (\$8,000,000) to provide funds for the purpose of acquiring, constructing, reconstructing, expanding, repairing, which may also include improving, renovating, acquiring and equipping a homeless shelter community facility, to be owned exclusively by said City, to be completed with or without the use of other funds, and levy and collect an annual tax, in addition to all other taxes, upon all the taxable property in said City sufficient to pay the interest on said bonds as it falls due, and also to constitute a sinking fund for the payment of the principal thereof when due, said bonds to be competitively sold and bear interest at the lowest rate not to exceed the rate of ten percentum (10%) per annum, payable semi-annually and to become due serially within twenty (20) years from their date?

SECTION 2. DESCRIPTION OF PROJECT AND USE OF PROCEEDS.

The Homeless Shelter Community Facility Bond Project for which the proceeds of the aforesaid not to exceed \$8,000,000 general obligation bonds shall be expended consist of constructing and equipping homeless shelter community facilities, all to be owned exclusively by said City, and including but and limited to the homeless shelter community facility listed below. The costs of the project are based on engineering and/or architectural estimates, with engineering and/or architectural design to be completed as the bonds are issued and with the improvements to be made as needed. Said project may be accomplished through participation with other governmental agencies and others, and may be accomplished in phases. The specific projects for which at least seventy percent (70%) of the proceeds of the aforesaid bonds shall be expended and the dollar amount of each such project shall be as follows:

Homeless Shelter facility to be designed and constructed to best meet the needs identified in a comprehensive homeless/housing study undertaken by the City

TOTAL: (representing 100% of \$8,000,000) **\$8,000,000**

SECTION 3. ELECTION PROCEDURES. That with respect to the election to be held on April 7, 2026:

a. The number and location of the polling places, the hours of opening and closing of the polls, and the names of the officers who shall conduct the election shall be the same as the regular polling places and persons prescribed and selected by the Cleveland County Election Board for elections in Norman, Oklahoma. As provided in Title 26, Oklahoma Statutes Section 13-103, the City authorizes the Cleveland County Election Board to open all precinct polling places located within the municipal boundaries of the City.

b. That the Special Election Proclamation and Notice of even date, a copy of which is on file with the City Clerk and which is incorporated herein by reference, calling said election is hereby approved in all respects, and the Mayor or Mayor Pro Tem is hereby authorized to execute

said Special Election Proclamation and Notice on behalf of the City, and the City Clerk or Deputy City Clerk is hereby authorized to attest and affix the seal of the City to said Special Election Proclamation and Notice, and to cause a copy of said Special Election Proclamation and Notice to be published as required by law, and a copy thereof delivered to the Cleveland County Election Board.

c. That the City Clerk shall serve or cause to be served, a copy of this Ordinance and the Special Election Proclamation and Notice upon the office of the Cleveland County Election Board at least sixty days prior to the date of the election as required by law.

d. Pursuant to Title 62, Section 896.1, the City Clerk is hereby directed to publish such project information related to the City's outstanding general obligation bonds, if any, and project information related to the proposed general obligation bonds to be voted upon on April 7, 2026, in accordance with the Bond Transparency Act of 2017.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the Ordinance.

PASSED AND ADOPTED AND SIGNED BY THE MAYOR THIS 27TH DAY OF JANUARY, 2026.

THE CITY OF NORMAN, OKLAHOMA

Mayor

ATTEST:

City Clerk

STATE OF OKLAHOMA)
) SS
COUNTY OF CLEVELAND)

I, the undersigned, the duly qualified and acting Clerk of The City of Norman, Oklahoma hereby certify that the foregoing is a true and complete copy of an Ordinance authorizing the calling and holding of an election for the purpose therein set out adopted by the governing body of said municipality and Transcript of Proceedings of said governing body at a regular meeting thereof held on the date therein set out, insofar as the same relates to the introduction, reading and adoption thereof as the same appears of record in my office.

I further certify that attached hereto is a true and complete copy of the Notice of the schedule of regular meetings of the governing body of The City of Norman, Oklahoma for the calendar year 2026 having been given in writing to the City Clerk of said City at ____ o'clock ____ m. on _____, 2025, and public notice of this meeting, setting forth the date, time, place and agenda was posted at ____ o'clock ____ m. on the ____ day of January, 2026, by posting on the City's Internet website (www.normanok.gov) and by posting at the entry to the Municipal Building, 201 W. Gray, Norman, Oklahoma, 73069, the place of this meeting in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week, being twenty-four (24) hours or more prior to this meeting, excluding Saturdays, Sundays and State designated legal holidays, all in compliance with the Oklahoma Open Meeting Act. Further, as required by Title 25 Oklahoma Statutes § 311A(9)(a)(1), the City made the notice of a public meeting available to the public in the principal office of the public body (201 W. Gray, Norman, Oklahoma, 73069) during normal business hours at least twenty-four (24) hours prior to the meeting.

WITNESS my hand and the seal of said City this _____ day of _____, 20 ____.

(SEAL)

City Clerk

SPECIAL ELECTION PROCLAMATION AND NOTICE OF ELECTION

Under and by virtue of the Statutes of the State of Oklahoma and acts complimentary, supplementary and enacted pursuant thereto, and Ordinance Nos. O-2526-29, O-2526-33, O-2526-35 and O-2526-36 dated January 27, 2026, authorizing the calling of an election on the Propositions hereinafter set forth, I, the undersigned Mayor of the City of Norman, Oklahoma, hereby call a special election and give notice thereof to be held in the City of Norman, Oklahoma, on the 7th day of April, 2026, for the purpose of submitting to the registered qualified voters in said City the proposed Propositions:

PROPOSITION I

Shall the City of Norman, State of Oklahoma, incur an indebtedness by issuing its bonds in the sum of Thirty-Five Million Dollars (\$35,000,000) to provide funds for the purpose of reconstructing, repairing, improving, and rehabilitating existing streets, roads, and intersections in the City of Norman, Oklahoma (including lighting, sidewalks/bikepaths, landscaping, related drainage improvements, driveway reconstruction, and other related improvements); and levy and collect an annual tax, in addition to all other taxes, upon all the taxable property in said City sufficient to pay the interest on said bonds as it falls due, and also to constitute a sinking fund for the payment of the principal thereof when due, said bonds to be competitively sold and bear interest at the lowest rate not to exceed the rate of ten percentum (10%) per annum, payable semi-annually and to become due serially within five (5) years from their date?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

1st YES - FOR THE ABOVE PROPOSITION
2nd NO - AGAINST THE ABOVE PROPOSITION

PROPOSITION 2

Shall Ordinance O-2526-32 of the Council of the City of Norman, Oklahoma, increasing the Transient Guest Room Tax Rate by two percent (2%) to a total of ten percent (10%) and expanding the application of the tax rate to include spaces temporarily rented for overnight stays in a recreational vehicle, effective on July 1, 2026, be approved?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

1st YES - FOR THE ABOVE PROPOSITION
2nd NO - AGAINST THE ABOVE PROPOSITION

PROPOSITION 3

Shall Section 2 of Article II of the Charter of the City of Norman be amended to change the beginning of Councilmember and Mayoral terms from the first Tuesday in July to the first Tuesday following scheduled run-off elections beginning in 2028 for Councilmembers representing even-numbered wards, 2029 for Councilmembers representing odd-numbered wards, and 2031 for the Mayor position, as more particularly described in Ordinance O-2526-34?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

1st YES - FOR THE ABOVE PROPOSITION
2nd NO - AGAINST THE ABOVE PROPOSITION

PROPOSITION 4

Shall Section 2 of Article V of the Charter of the City of Norman be amended to allow for alternative professional certifications other than Certified Public Accountant, including Certified Internal Auditor, Certified Fraud Examiner, or equivalent certifications to qualify for the position of City Auditor, as more particularly described in Ordinance O-2526-34?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

1st YES - FOR THE ABOVE PROPOSITION
2nd NO - AGAINST THE ABOVE PROPOSITION

PROPOSITION 5

Shall The City of Norman, State of Oklahoma, incur an indebtedness by issuing its general obligation bonds in the sum of Eight Million Dollars (\$8,000,000) to provide funds for the purpose of acquiring, constructing, reconstructing, expanding, repairing, which may also include improving, renovating, acquiring and equipping a homeless shelter community facility, to be owned exclusively by said City, to be completed with or without the use of other funds, and levy and collect an annual tax, in addition to all other taxes, upon all the taxable property in said City sufficient to pay the interest on said bonds as it falls due, and also to constitute a sinking fund for the payment of the principal thereof when due, said bonds to be competitively sold and bear interest at the lowest rate not to exceed the rate of ten percentum (10%) per annum, payable semi-annually and to become due serially within twenty (20) years from their date?

The ballot used at said election shall set out the Proposition as above set forth and shall also contain the words:

Proclamation and Notice of Election
Page 3

Item 2.

Item 45.

1st YES - FOR THE ABOVE PROPOSITION
2nd NO - AGAINST THE ABOVE PROPOSITION

That only the registered qualified voters of the City of Norman, Oklahoma, may vote upon the Propositions as above set forth.

The polls shall be opened at 7:00 o'clock a.m. and shall remain open continuously until and be closed at 7:00 o'clock p.m.

The special election shall be held at the same places and in the same manner prescribed by law for conducting county and state elections and the numbers and locations of the polling places and the persons who shall conduct said election shall be the same as for county and state elections, all as respectively designated and prescribed by the County Election Board of Cleveland County, Oklahoma. As provided in Title 26, Oklahoma Statutes Section 13-103, the City authorizes the Cleveland County Election Board to open all precinct polling places located within the municipal boundaries of the City.

WITNESS my hand as Mayor of the City of Norman, Oklahoma, and the Seal of said City affixed hereto on the _____ day of _____, 2026.

Mayor

(SEAL)

ATTEST:

City Clerk

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File Attachments for Item:

46. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR
POSTPONEMENT OF RESOLUTION R-2526-92: A RESOLUTION OF THE COUNCIL
OF THE CITY OF NORMAN, OKLAHOMA, GIVING THE SECRETARY OF THE
CLEVELAND COUNTY ELECTION BOARD NOTICE OF A SPECIAL ELECTION TO
BE HELD ON APRIL 7, 2026.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 01/27/2026

REQUESTER: City Council .

PRESENTER: Kathryn Walker, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2526-92: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, GIVING THE SECRETARY OF THE CLEVELAND COUNTY ELECTION BOARD NOTICE OF A SPECIAL ELECTION TO BE HELD ON APRIL 7, 2026.

BACKGROUND:

Title 26 of the Oklahoma Statutes, Section 13-102, requires Notice of Election to be given to the Secretary of the Cleveland County Election Board by Resolution of the City Council. Four ordinances calling for an election are being considered on Second and Final Reading on January 27, 2026 as follows:

Ordinance O-2526-29: Street Maintenance Bond Program (GO Bond)

Ordinance O-2526-33: Room Tax Increase; Addition of RV spaces

Ordinance O-2526-35: Charter Amendments

Ordinance O-2526-36: Homeless Shelter Community Facility (GO Bond)

These ordinances call for an election on April 7, 2026. In order to meet the deadline provided by State law, Resolution R-2526-92 must be adopted by Council at least 60 days prior to the election.

DISCUSSION:

- Resolution R-2526-92 provides formal notice to the Cleveland County Election Board Secretary of the upcoming April 7, 2026 election as required by State law.

RECOMMENDATION:

Staff recommends approval of Resolution R-2526-92.

Resolution

R-2526-92

A RESOLUTION OF THE COUNCIL OF THE CITY OF
NORMAN, OKLAHOMA, GIVING THE SECRETARY OF
THE CLEVELAND COUNTY ELECTION BOARD NOTICE
OF A SPECIAL ELECTION TO BE HELD ON
APRIL 7, 2026.

- § 1. WHEREAS, Title 26 of the Oklahoma Statutes, §13-102, requires Notice of Election be given to the Secretary of the Cleveland County Election Board by Resolution of the City Council; and
- § 2. WHEREAS, the purpose of the Special Election is set forth in Ordinance Nos. O-2526-29, O-2526-33, O-2526-35, and O-2526-36 which are incorporated herein by reference; and
- § 3. WHEREAS, the Special Election is to be conducted on the 7th day of April, 2026.

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

- § 4. That notice be given of the Special Election by transmittal of this Resolution to the Secretary of the Cleveland County Election Board.

PASSED AND APPROVED this 27th day of January, 2026.

Mayor, Stephen T. Holman

ATTEST:

City Clerk





CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/05/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: DISCUSSION REGARDING GIVING SPECIAL RECOGNITION TO HONOR FORMER PARK COMMISSIONERS AND JENNIFER BAKER FOR THEIR OUTSTANDING WORK TO THE PARKS AND RECREATION DEPARTMENT AND THE CITY OF NORMAN

BACKGROUND:

The Board of Park Commissioners provides advice to the City Council on citizens' suggestions, as well as the development or improvement of park and recreation facilities, policies, and parkland dedication. The Board participates in long-term planning and offers implementation recommendations. The Board consists of nine (9) Commissioners who serve a term of 36 months, with the possibility of reappointment by the mayor. Meetings are held on the first Thursday of every month, and Special meetings are held as needed.

Jennifer Baker has spent more than two decades guiding the Sooner Theatre in Norman toward its full potential. Baker's hiring as executive director quickly invigorated the nonprofit's momentum. She began creating a season of programming and immediately advocated for the theatre to offer arts education for children in the community. She was recently honored with the Arts in Education Award at the Forty-Sixth Governor's Arts Awards on January 20, 2026.

DISCUSSION:

The Parks and Recreation staff would like to invite several former members of the Board of Park Commissioners, along with Jennifer Baker from the Sooner Theatre, to the Park Board meeting on March 5, 2026. They will be formally recognized for their outstanding commitment and dedicated service to the City of Norman. The City of Norman is fortunate to have such a devoted group of neighbors and friends who are passionate and vision-driven regarding the future of the Norman parks system and cultural centers.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/05/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: ROOM TAX ELECTION UPDATE

BACKGROUND:

The voters of Norman first approved the Transient Guest Room Tax ("Room Tax") of 4% in 1980 for the explicit purpose of encouraging, promoting, and fostering the convention and tourism development within the City of Norman. The tax is applied to gross proceeds or rent derived from the rental of rooms or houses in Norman for less than 30 days. The tax has been increased two times since 1980. The revenues from the Room Tax are currently split between the Norman Convention and Visitors Bureau, dba Visit Norman (59.375%), the Norman Arts Council (25%), and the Norman Parks and Recreation Department (15.625%), after four percent (4%) is retained by the City to cover costs related to administering the tax. These allocations are set forth in the contracts with Visit Norman and Norman Arts Council, not in the ordinance.

Council has recently discussed the planned growth in offerings in Norman for the rental of spaces for overnight stays in recreational vehicles. Application of the Room Tax is currently limited to the rental of rooms or homes and does not apply to the rental of spaces for overnight stays in recreational vehicles.

Additionally, recent increases in the Room Tax in other metro area cities have raised the issue of whether Norman's Room Tax could also be raised to provide additional funding for the Norman Parks and Recreation Department, particularly since the department did not receive any of the additional funding associated with the last increase in the Room Tax rate in 2023.

DISCUSSION:

Ordinance O-2526-32 amends the Transient Guest Room Tax to accomplish the changes discussed above. First, a definition of "recreational vehicles" would be added to the Code, as well as an amendment to the definition of "permanent resident". Permanent residents, as defined in the Code, are exempt from payment of the Room Tax. Amending the definition ensures spaces rented for overnight stays in recreational vehicles are taxed in the same way as other rooms or houses rented on a short-term basis, while longer-term residents ("permanent residents") are not subject to the Room Tax.

The ordinance also proposes increasing the Room Tax rate from 8% to 10%. This tax is paid by visitors to Norman, and not Norman residents. Both the question of applying the tax to spaces rented for overnight stays in recreational vehicles and the increase in tax rate are subject to voter approval, and Ordinance O-2526-32 is contingent on the passage of Ordinance O-2526-33, which calls for a Special Election for April 7, 2026, for this purpose and sets forth the ballot language. If the election is successful, the rate increase will go into effect on July 1, 2026.

Staff gave a Room Tax Election presentation to Council at the January 20, 2026, Study Session, and the Council adopted Ordinances O-2526-32 and O-2526-33 at the January 27, 2026, Regular City Council meeting.



Room Tax Election

Proposed Room Tax Ordinance Changes

Section 12-501: Modify definition of Permanent Residents, Add definition for RVs:

Permanent resident means any occupant who has or shall have the right of occupancy of any rooms in a hotel or spaces for recreational vehicles in excess of 30 consecutive days during the current calendar year or preceding year.

Recreational vehicle (RV) means a motor vehicle or trailer equipped for living, offering temporary accommodations for camping, travel, and leisure, including features like beds, kitchens, and bathrooms, encompassing types of motorhomes (Class A, B, C) to towable trailers, campers, and truck campers, all designed for recreational use.

Section 12-502: Increase the Tax Rate from 8% to 10% and ensure it applies to spaces occupied by RV's:

There is hereby levied an excise tax of eight ten percent upon the gross proceeds or gross receipts derived from all rent for every occupancy of rooms in a hotel or spaces occupied by any recreational vehicle overnight in this City except that the tax shall not be imposed where the rent is less than a rate of \$3.00 per day.



Ballot Question – RV's and Rate Increase

Shall Sections 12-501 and 12-502 of the Code of the City of Norman be amended to include application of the Transient Guest Room Tax to spaces rented by recreational vehicles and to increase the excise tax upon the gross proceeds or gross receipts derived from rents received from occupancy of hotel rooms and spaces rented by recreational vehicles by two percent (2%) to a total of ten percent (10%) effective on July 1, 2026 be approved?



Possible Revenue Scenarios

Room Tax Split Options - FYE26	
\$49,342,112.50 Projected Gross Revenue Subject to Tax	
Current:	\$3,947,369 Proj Revenue FYE26
8% rate	<p>\$157,895 Admin Fee</p> <p>\$2,250,000.33 Visit Norman</p> <p>\$947,368.56 Norman Arts Council</p> <p>\$592,105.35 Parks</p>
Proposal 1 10% rate	<p>\$4,934,211.25 Annual Revenue</p> <p>\$197,368.45 Admin Fee</p> <p>\$2,250,000.33 Visit Norman</p> <p>\$947,368.56 NAC</p> <p>\$1,539,473.91 Parks</p>
Proposal 2 10% rate	<p>\$4,934,211.25 Annual Revenue</p> <p>\$197,368.45 Admin Fee</p> <p>\$2,368,421.40 Visit Norman</p> <p>\$947,368.56 NAC</p> <p>\$1,421,052.84 Parks</p>

Current Rate Split- 8%:

4% administrative costs, then

- 59.375% Visit Norman
- 25% Norman Arts Council
- 15.625% Parks

Proposal 1 Split – 10%:

4% administrative costs, then

- 47.5% Visit Norman (maintains current revenue)
- 20% Norman Arts Council (maintains current revenue)
- ** - 32.5 % Parks (includes entire 2% increase in rate)

** Parks portion includes 2.5% that will go to funding Public Arts annually. (FYE26 Proj \$118K)

Proposal 2 Split – 10%

4% administrative costs, then

- * - 50% Visit Norman (increases current revenue)
- 20% Norman Arts Council (maintains current revenue)
- ** - 30% Parks

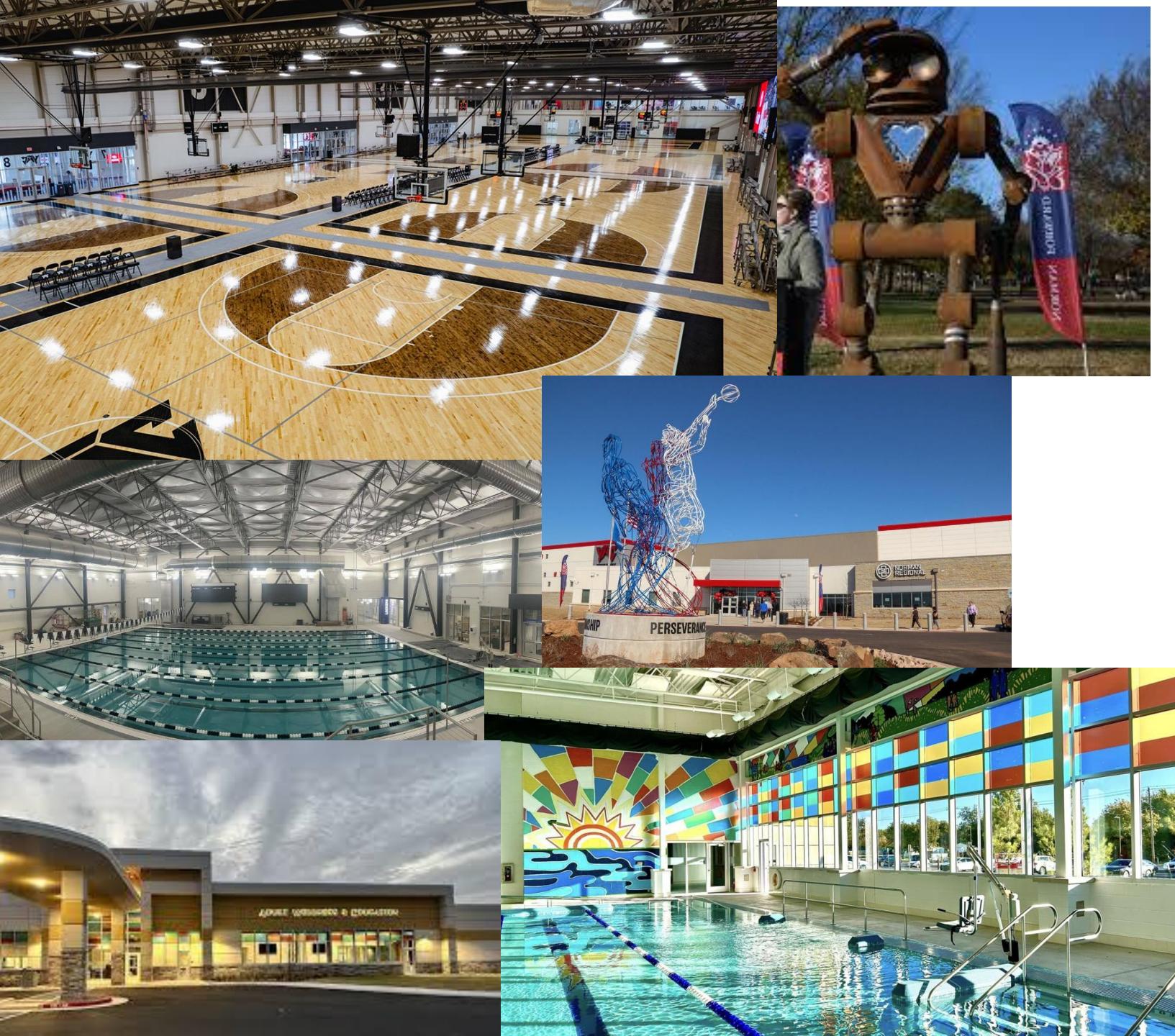
* Visit Norman's portions includes \$150,000 for Norman Forward Venue Enhancements.

** Parks portion includes 2.5% that will go to funding Public Arts annually. (FYE26 Proj \$118K)

Room Tax Comparables – OK & SEC

Oklahoma - Total Tax Rate (Population)				
		Lodging	Sales	Total
Rank	City	Tax %	Tax %	Charge
1	OKC	9.25%	8.975%	18.225%
2	Tulsa	8.5%	8.517%	17.017%
3	Norman	8.0%	8.625%	16.625%
4	Broken Arrow	4.0%	9.350%	13.350%
5	Edmond	6.0%	8.500%	14.500%
6	Lawton	7.0%	9.000%	16.000%
7	Moore	8.0%	8.500%	16.500%
8	Midwest City	9.25%	9.100%	18.350%
9	Enid	8.0%	9.100%	17.100%
10	Stillwater	7.0%	9.313%	16.313%

SEC as of September 2025						
City	Population	Lodging	Restaurant	Alcohol	Sales	CBD
Athens	129,550	7% + \$5/rm			8.00%	
Auburn	85,343	13.00%			9.00%	
Austin	961,855	17.00%			8.25%	
Baton Rouge	228,895	16.00%			10.50%	
College Station	128,139	7.00%			8.25%	
Columbia (Mo.)	131,315	8.00%			7.98%	
Columbia (S.C.)	146,563	8.00%	2%	5.00%	8.00%	
Fayetteville	106,278	11.75%	2.00%	5.00%	9.75%	
Gainesville	148,190	11.00%			7.50%	
Knoxville	202,639	8.00%		15.00%	9.25%	
Lexington	318,505	9.50%			6.57%	
Nashville	686,513	7.00%	4.00%	15.00%	9.75%	0.50%
Norman	131,302	8.00%			8.63%	
Oxford	28,011	2.00%	2.00%		7.00%	
Starkville	25,241	3.00%	3.00%	3.00%	7.00%	
Tuscaloosa	114,288	15.00%			10.00%	



The Norman Park System

- 69 Total Parks (1160 Acres)
 - 2 Youth Baseball & Softball Facility
 - Youth Soccer Facility
 - Bike Park
 - Wilderness Nature Area
 - Stormwater & Eco Park
- 55 Playgrounds
- 4 Recreation Centers (2 w/ Pools)
 - 4 Cultural Centers
 - Golf Course
 - Aquatics Center
 - Tennis Center
 - 4 Disk Golf Courses
 - Trails
 - Greenbelts



What will the Funding be used on???

Community & Special Use Parks

Andrews Park
Reaves Park
Saxon Park
Griffin Park
Ruby Grant Park
Lions Park
Little Axe Park
Creekside Bike Park
Westwood Park
Edwards Park
Sutton Wilderness Park
Legacy Park

Recreation & Cultural Centers

Adult Wellness & Education
YFAC
12th Avenue Rec Center
Little Axe
Firehouse Art Center
Historical House
Depo
Sooner Theatre

Misc.

*Public Art Program
Trail System
Festivals Enhancement

Timeline

January 28, 2026: Second Reading to Call an Election.

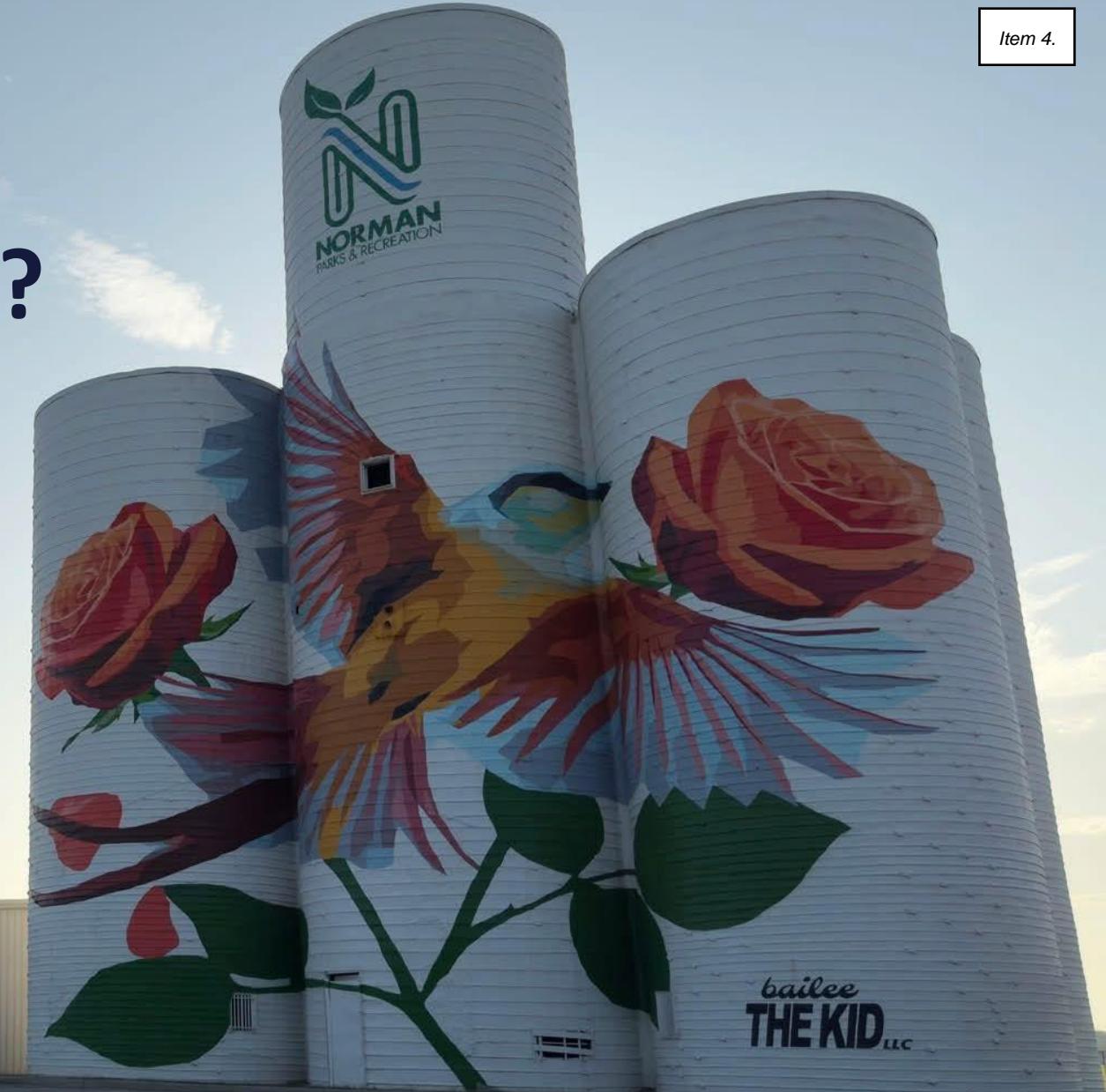
April 7, 2026: Election Day

April – June, 2026: Contract restructure with Visit Norman & NAC

July 1, 2026: New Guest Tax Rate goes into effect.



Questions???





CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/05/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Shari Jackson, Executive Director, Santa Fe Depot

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM THE SANTA FE DEPOT

DISCUSSION:

Built in 1909, the Historic Santa Fe Train Depot served continuously until passenger service ended in 1979. During the 1980s, a concerned group of citizens oversaw the depot's restoration. Listed in the National Register of Historic Places, the depot resumed its original use when passenger service was restored to Norman. Today, the Depot also serves as the Performing Arts Studio, which acts as both an art gallery and a performance venue. The studio features rotating gallery exhibitions, two live music series - the Summer Breeze Concerts and Winter Wind Concerts - and the "Second Sunday" poetry readings. The Depot is also available to rent. The Performing Arts Studio, located in the historic Norman Depot, not only provides a unique venue for concerts and gallery exhibitions, but also manages the rental of the Depot for weddings, meetings, parties, and other events. A Norman treasure, the Depot can provide the atmosphere to make your event truly special. Office hours are 8:00 am to 2:00 pm Monday through Friday.

RECOMMENDATION:

Staff recommends approving and submitting the Santa Fe Depot's annual report to the City Council once the Board of Park Commissioners has accepted the annual report.



Narrative of 2024-2025 Annual Activities Prepared for Norman Parks & Recreation Board

Our Mission, Vision & Values

OUR VISION: *A community connected
through shared artistic experiences*

OUR MISSION: *to create, curate, and present quality arts programs to connect
and enrich our community*

OUR VALUES: *Community,
Creativity, Inclusion, Representation, Intentionality, Quality*

We are Music

2025 marked the 25th Anniversary of Norman's beloved Summer Breeze Concert Series in Lion's Park featuring 8 Sunday night concerts where 1500-2000 of our neighbors bring a picnic and we bring the band. At the Depot, we are also a fantastic listening room for our Depot Concerts featuring the best in touring and local music.

TOTAL AUDIENCES FOR MUSIC: 28,500 (includes Summer Breeze, Concert, Comedy, and Poetry Attendees, and the over 16,000 views of our Depot TV music videos on YouTube)



Summer Breeze – In 2025 our incredible lineup included the return of Grammy winning polka band Brave Combo, local legend Mike Hosty with his son Liam's band Wet Muscles, Tulsa icon John Fullbright, Handmade Moments, Jazz Night with Kendrick McKinney, Jahruba and the Jahmystics, and our Homegrown Finale featuring Keirston White and friends.

This series continued to draw huge crowds of people of all ages and diverse musical preferences. Lion's Park is the perfect concert venue and we love the partnership with the City of Norman Parks and Recreation department. The park is always ready for us and we appreciate the support with power, trash receptacles and trash service. Our Summer Breeze Green Team helps collect and transport recyclables from the parks for each concert, as we encourage our audiences to remember that our parks belong to all of us and to leave it better than we found it.



Depot Concerts - Deeply rooted in local connections, and sprinkled with national attention, Depot Concerts continue to showcase the best of what The Depot is about. We are a unique space for a show - in a historic train station, with gorgeous art on the walls, hosting musicians and audiences that are excited to be there. We are continually surprised at the numbers of our guests coming from out of town, and from out of state to see the shows we produce. Our rooms were packed last year with concerts from In the last year we hosted touring artists Seth Glier, John Calvin Abney (he might be an internationally touring star now, but we

call him friend), Radoslav Lorkovic, and Crys Matthews alongside Oklahoma musicians Peggy Johnson (pictured here), Miss Brown to You, Tim Grimm, Kendrick McKinney, and many more. Depot Concerts feel like a family of music lovers and sound beautiful in our historic listening room and we are working on plans to make this musical experience available to many more of our neighbors.

We are Art. The Depot Gallery hosts Oklahoma artists or artists with strong Oklahoma ties for six exhibits each year in our main gallery. The gallery is free and open to the public. Our gallery has worked diligently over the last 5 years to become the premiere gallery in Norman with annual sales averaging \$20,000 and art provided for viewing for over 25,000 patrons including our gallery guests, rental patrons, train customers, and the groups hosted by our venue.

Our gallery in 2024-2025 hosted the works of:

Judy Osburn - one of the finest oil painters in Oklahoma

Ron Tarver - Pulitzer Prize winning photographer's travelling exhibit "The Long Ride Home" featuring Black Cowboys on it's first stop on a national tour.

Our Small Works holiday show, and our Emerging Artists Exhibition featuring 12 Oklahoma artists whose works have never been in a gallery show.

"Drawing the Line" line drawings from artists Don Schooler, Galadriel Alethea Lynn, and Nathan Price.

We have also opened our Whistle Stop Shop to give local artists, makers, and authors an outlet for sales, and access to our audiences! It is our plan to come to the parks board to ask permission to add permanent shelving in the South Room of the Depot to add to our retail space, adding a revenue stream for the Depot and improving our ability to display and store products.



September 12 – November 1
Opening Reception
September 12, 6-9pm
2nd Friday Art Walk

Entangled Voices
the fiber practices of
Irmgard Geul
and
Darcie Lenker



Gallery Hours: 8am to 2pm, Wednesday to Saturday
200 S. Jones Avenue – www.normandepot.org



Item 5.

We are Education. We offer art clinics, chats and workshops working with the stellar artists who show on our walls. The experiences we provide are unique, intimate, and impactful. This year we embarked on a partnership with the Oklahoma Visual Artists Coalition and the Paseo Arts District in Oklahoma City to provide seminars for emerging artists, hosted watercolor workshops with Connie Seabourn, and a felting workshop with Darcy Lenker.

We are Comedy. Our now annual Polar Sketchspress show features local sketch, standup and musical comedy for the holiday season for several definitely adults-only evenings full of uproarious laughter.



We are a Community Partner The Depot is excited to become home to Norman Winterfest and we regularly partner with a multitude of community organizations who might need headquarters for a festival, a home for a fundraiser, a room for a meeting or space for a classroom including Mardi Gras (our Director Shari Jackson even got to be queen in 2025!), Pride Parade, Oklahoma Storyworks, Norman Music Festival, Norman Arts Council Roundtable, Sierra Club, Cimarron Opera, Songwriters Association of Norman, Norman Next, Food & Shelter, Inc, Jacobson House and so many others. We are also the premiere event rental venue in the heart of the Walker Arts District.

We are Poetry. Our poetry program has grown in the last year as we produce evenings of multiple poets around a theme organized by amazing Oklahoma author, poet, actor and director Paul Austin. Spoken word and quiet reflection is a respite and inspiration that seems to be resonating with our audiences. Admission for poetry is always free. The past year included:

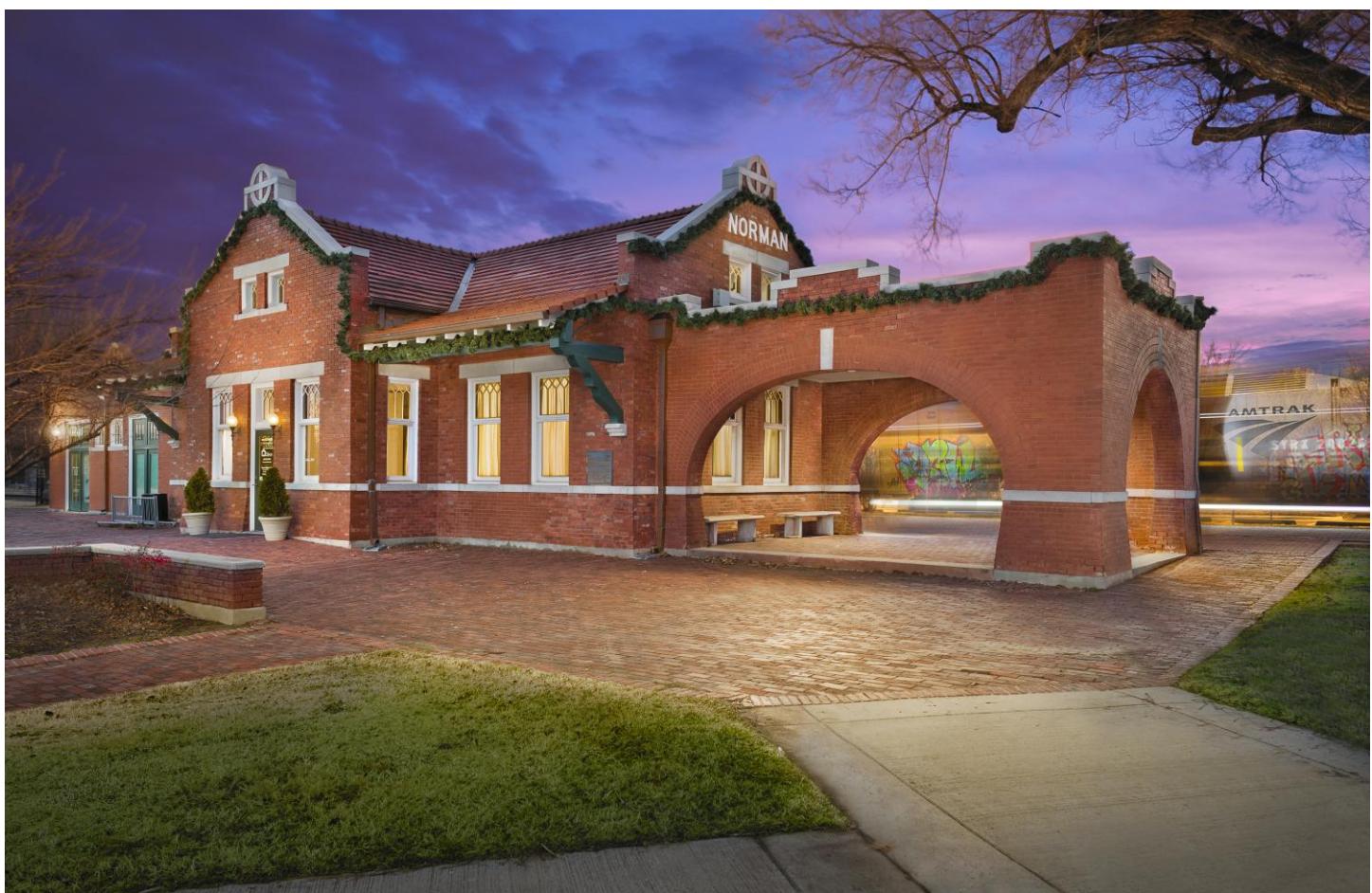
"Explorations": Ways of Seeing. Three celebrated poets Sly Alley (OK Book Award winner), Mary Gray (OK Book Award winner), and Quinn Carver Johnson (Tulsa author) read poems that reflect their own unique views of the theme.



"Influences: People, Places and Things" - Three poets named Paul (Paul Austin (actor and author), Paul Bowers (writing teacher at Northern Oklahoma College in Enid), and Paul Juhasz (Pushcart nominated author) read poems that explored their own unique experiences of how people, places, and things influence us.

"Explorations: New Voices" – Durell Carter, writer and teacher; Ky George, Gallup, NM writer and educator; and Zachary Scalzo, writer, translator and theatre maker read poems that explore their own unique way of seeing the world around us.

We are a Depot. As caretakers of this historic facility, we welcome the opportunity to serve as host to passengers boarding Amtrak's Heartland Flyer from 8 to 9 a.m. - 7 days a week, 365 days a year. Hosting consists of ensuring that passengers have required ticket information, luggage tags, parking information and comfortable waiting room with clean, stocked restrooms. In addition, our staff prints schedules and answers questions and phone calls daily for potential train customers and communicate with parking services for passengers whose vehicles are left overnight in designated spaces.



Our social media and YouTube reach have extended our audiences – We reached over 200k people on Facebook/Instagram with our posts and reels with almost 4900 (Facebook) and 2005 (Instagram) followers and 17,298 views of our Depot TV episodes on our YouTube channel.

Audience Numbers:**Summer Breeze – 20,000****Concerts – 1847****Gallery Guests (includes rental patrons) – approximately 23,000**

Train Passengers – 7,320 passengers boarded the Heartland Flyer at the Depot during the 2024-2025 fiscal year. (this number does not include the patrons who stop by the Depot daily for information about how to book AMTRAK tickets, website assistance, etc.)

REVENUE SOURCES: The Depot is 501c3, registered as a charitable organization with the State of Oklahoma and the IRS, filing an annual 990 return available on request.

Depot Rental – \$37,680

Rental revenue is our most important revenue stream to assist in covering the administrative expenses of offering our programs. Rental income must cover salaries, insurance, phone, office supplies and other administrative costs.

Rentals Monday through Thursday are \$100/hour and rentals on Friday to Sunday are \$150/hour, and rentals include use of the entire space and all tables and chairs. This still keeps us the most reasonable rental venue in town but allows us to continue to keep pace with inflated costs. Rentals must be a minimum of 2 hours and have an additional \$60 cleaning fee.

Membership – \$10,687

The Depot offers a membership program with a variety of benefits including discounts on art and rentals and members-only events. Annual membership levels are currently at \$60 for a Basic Membership which includes pre-sale ticket purchases, and a calendar of events. The Premier Membership is \$180 and offers basic benefits and 25% off a Depot rental, a 10% Gallery Discount, and we have added a Sustaining Level Membership that adds the member's name to our listings on Press Releases and Social Media posts.

Program Partners – \$47,680

The Depot's programs are beloved by the community and both in-kind and cash partnerships make up a substantial portion of our program budgets for Summer Breeze, Winter Wind, and the Gallery.

Art and Ticket Sales – \$27,749

In the last fiscal year, we sold only \$12,000 in art as the Depot was closed for much of November and December 2024 for mold remediation, this also impacted our concerts and ticket sales resulting in an estimated \$7-10k revenue loss for The Depot. We should also note that 65% of art sales goes back to the artist in commissions, and our concert tickets are split 80% to the artist, 20% to the Depot. Beginning this fiscal year we have changed concert commissions to keep 25% of ticket sales.

Responsible Parties: The Depot has an active Board of Directors and 4 part-time employees who accomplish an extraordinary slate of activities with the help of community volunteers.

Officers who authorize expenditure:

David Whitaker, Board Chair

Shari Jackson, Executive Director

Danielle Tipton, Events Director

Danielle and Shari are responsible for keeping the books and working with Board Treasurer Keith Reames to provide reporting to the board and coordinate the timely filing of all payroll taxes and annual 990 filings.

Planned Expansion & Improvements:

At the Depot we have BIG hopes for improvements to our programming and ability to provide services to the community and in order to achieve those goals we sincerely wish to see some much-needed repairs to our facility, improvements to our internal space, and closer and more robust communication between the Depot and City/Parks staff.

Building Issues: As a historic building, and one of the oldest in town, we expect to have building issues from time to time. These are the issues we currently face at the Depot.

AMTRAK Platform – A planned AMTRAK ADA improvement project for the Depot platform and driveway is several months beyond its schedule and has faced potential rail stoppage, some very dangerous actions by the sub-contractor (resulting in their replacement), and damage to the West side of the building causing extreme basement flooding resulting in the loss of supplies and materials that belonged to the Depot. Although we have access to the AMTRAK construction project meeting notes, we would love to be in closer conversation with city officials overseeing this project to gain a greater understanding of the changing scope of work and project completion dates.

HVAC – Our HVAC system has a difficult time properly heating or cooling the building in extreme heat or cold temperatures and is a source of significant noise disruption to the point that we must turn it off during concerts, poetry reading, and events so that participants can hear the artists. We look forward to resolution with the city on this issue.

Mold – We have recurring mold issues in the new construction in the South room, after a complete closure in November of 2024 for several weeks, the mold issue recurred in late spring of 2025 in the south room and also mold was remediated in the basement after the flooding due to ongoing construction. Our total losses due to the mold and flooding are approximately \$10,000 to date.

Building improvements:

Shop cabinets – The Depot will be proposing soon to the Parks Board the installation of custom display and storage cabinets for our Whistle Stop Shop to allow us to create a robust retail presence with adequate storage to allow us to put products away for community use of the building. The Depot intends to raise the funding for these cabinets and will consider them a gift to the city as an improvement to the space.

Gallery Lighting – The Depot installed directional gallery lighting in our North Room and we would like to continue that lighting in the South Room and add additional directional lighting in the North Room to help facilitate lighting for concerts and poetry events. Again, The Depot intends to raise the funding necessary and follow guidance from the city regarding installation as a gift in gratitude for our continued use of this beautiful space.

We believe that the programming we provide through the stewardship of this structure on the National Registry of Historic Places not only aids the growth of Downtown Norman and supports its designation as a cultural district by the Oklahoma Arts Council but promotes a strong and healthy community and makes Norman a great place to live and visit.

As you hopefully all know, The Depot offers an intimate listening room for concerts and poetry, an art gallery, Summer Breeze Concerts in Lions Park, Depot Poetry, the Whistle Stop Shop and a rental venue for private and community events, plus Amtrak service each morning, all in a beautiful historic building, fulfilling our mission *to create, curate and present quality fine arts programs for the enrichment of our community working toward a vision of a community connected through shared artistic experiences.*

Thank you for your consideration and attention,



Shari Jackson
Executive Director
The Depot



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 2/5/2026

REQUESTER: Michele Loudenback, Environmental and Sustainability Manager

PRESENTER: Michele Loudenback, Environmental and Sustainability Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE OKLAHOMA MONARCH SOCIETY'S PATHWAYS FOR POLLINATORS AND PEOPLE PROJECT

BACKGROUND:

The City of Norman has been selected as a municipal partner in the Oklahoma Monarch Society's Pathways for Pollinators & People Project. This initiative and statewide program is focused on expanding native pollinator habitat while engaging communities through education and public art.

Through this partnership, the City will receive up to \$11,000 in funding, materials, and technical assistance to support the installation of new pollinator habitat on City property. Project elements include native plant installations, educational signage, community outreach activities, and an eight-foot monarch-themed mural by Oklahoma artist Rick Sinnott. The initiative is supported by the Oklahoma Monarch Society and its public education program, Okies for Monarchs, with funding provided by the Kirkpatrick Foundation.

The project aligns with the City's ongoing efforts to support pollinator conservation, environmental resilience, and nature-based solutions across City spaces.

DISCUSSION:

As part of the agreement, the City of Norman will prepare the site at the front entrance to City Hall for pollinator habitat installation, coordinate the installation of pollinator-friendly native plants that provide blooms throughout the growing season, and provide long-term maintenance of the habitat, mural, and signage for a minimum of five years. Habitat design and implementation will be coordinated with Parks staff and project partners to ensure coordination with operations and maintenance practices.

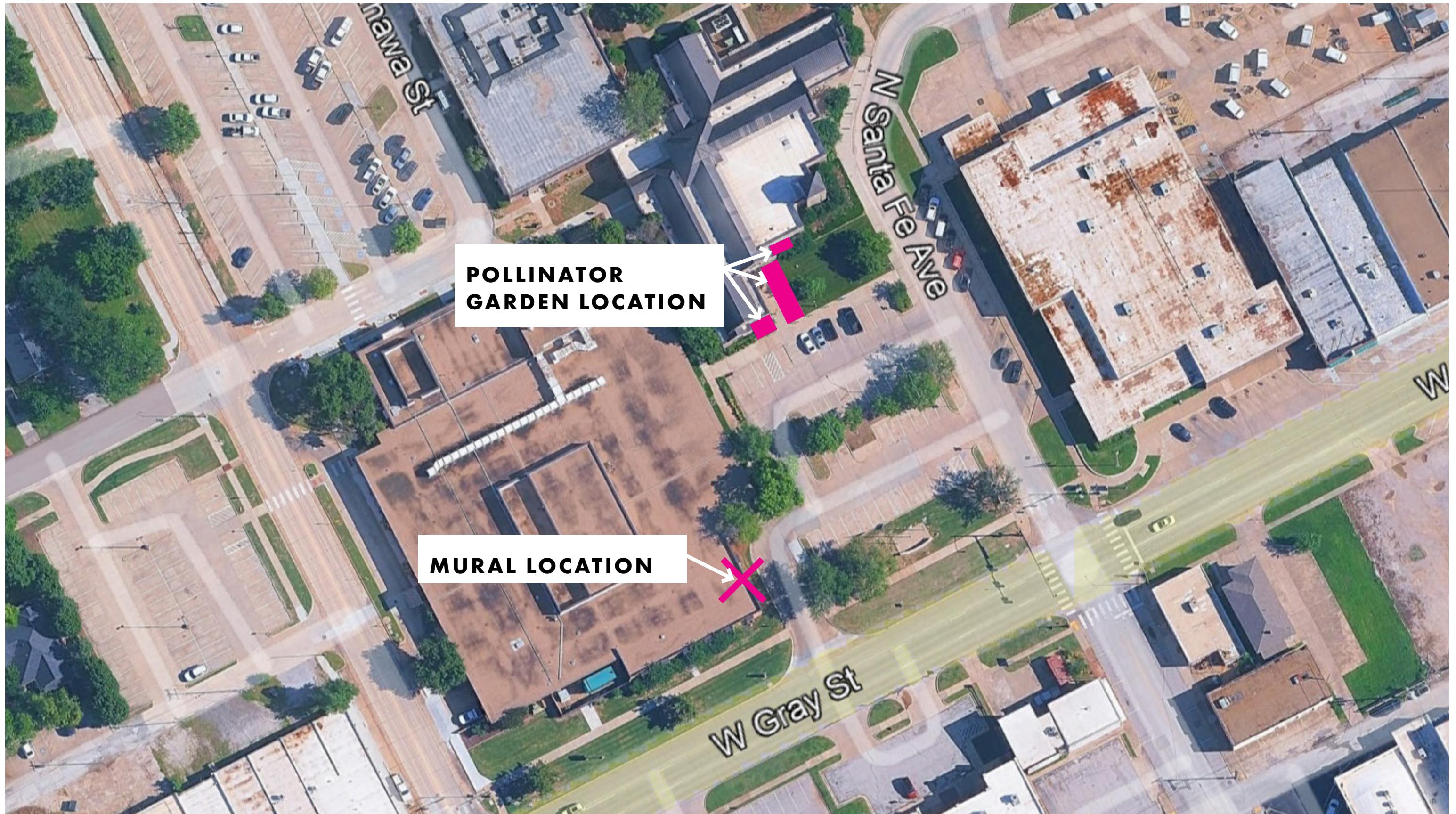
The monarch-themed mural will be installed on the southeast wall of the Development Center near the Gray Street entrance to City Hall. This location was selected for its visibility, suitable wall conditions, and proximity to the habitat area, reinforcing the connection between public art, education, and environmental stewardship.

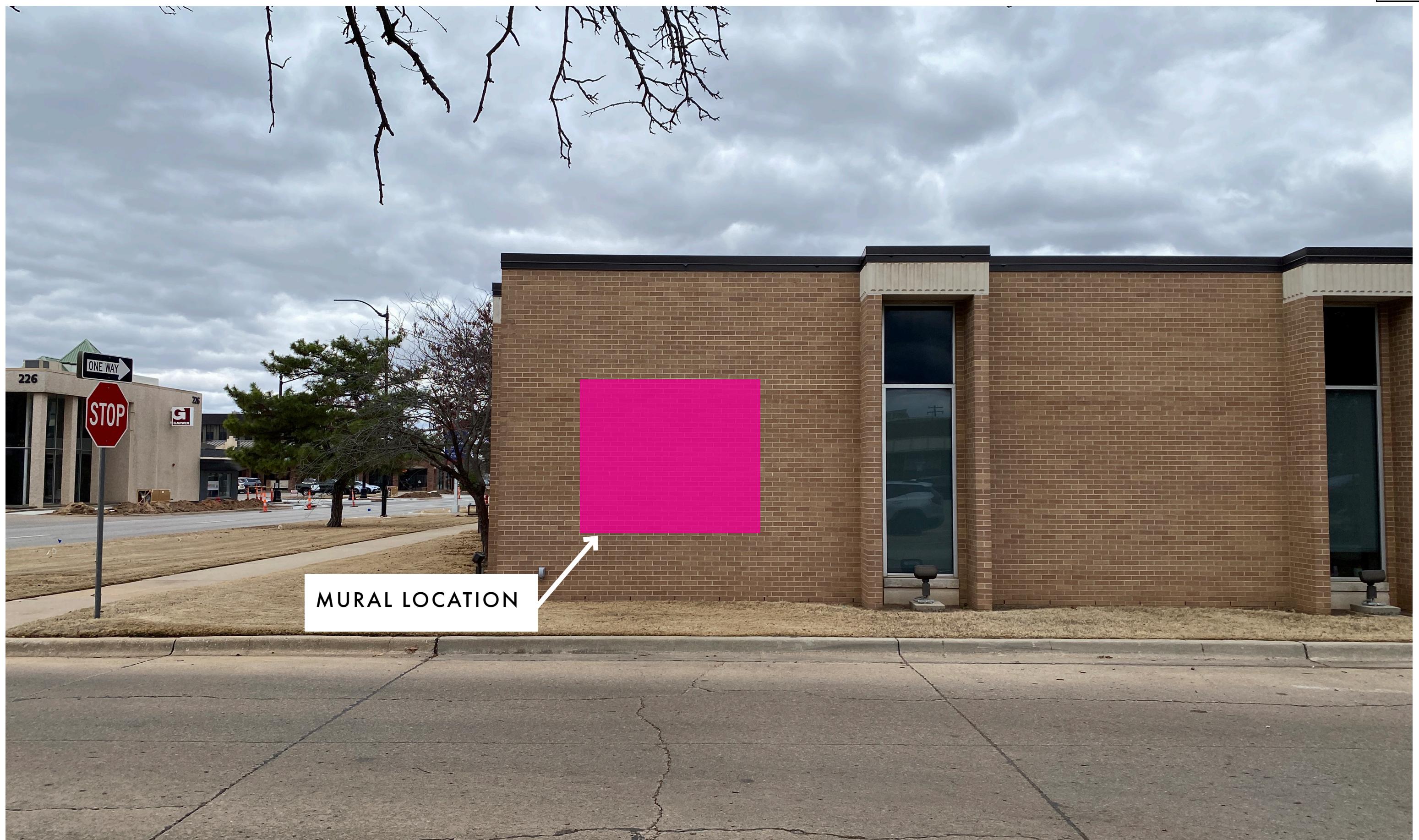
The Environmental Control Advisory Board (ECAB) has reviewed the project and recommended that it be forwarded to the City Council for consideration. Consistent with that recommendation, staff is bringing the project forward to the Board of Park Commissioners for awareness and input, recognizing its unique role as one of the new hybrid Parks/Utilities special-use environmental infrastructure spaces with defined maintenance and operational practices. These types of environmental infrastructure spaces are intended to be governed by Parks policies that explicitly codify their unique maintenance and operational requirements, ensuring long-term functionality while avoiding application of traditional park maintenance standards.

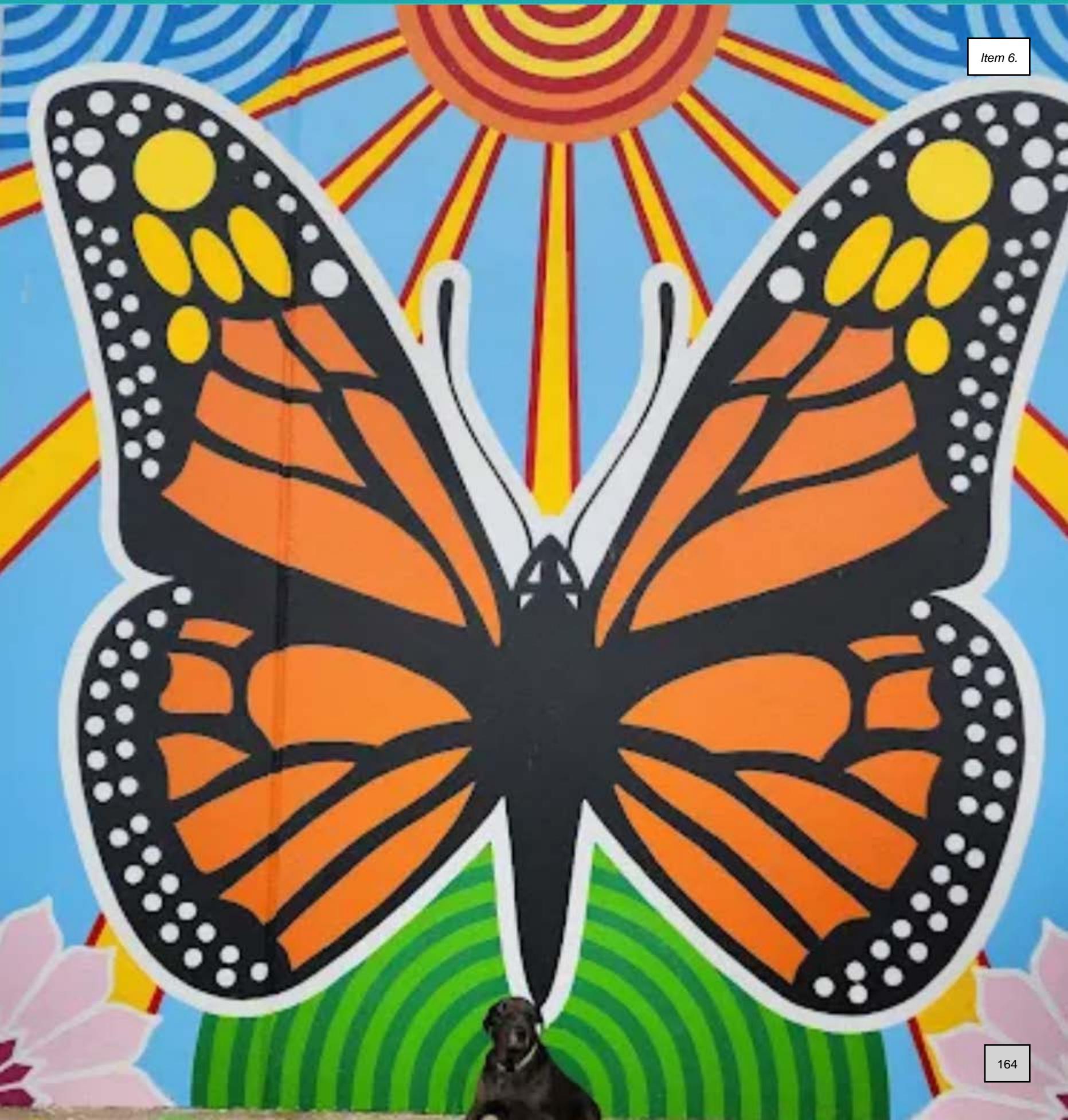
Project planning is now being finalized, with habitat and mural installation anticipated in spring and required project completion by October 2026.

RECOMMENDATION:

It is recommended that the Board of Park Commissioners recommend forwarding the Oklahoma Monarch Society's Pathways for Pollinators & People project to the City Council for consideration and approval.









POLLINATOR GARDEN LOCATION



PROPOSED PLANT PALETTE

Item 6.

SYMBOL	BOTANICAL NAME	COMMON NAME	SELECTION	NOTES	SIZE
Ah	<i>Amsonia hubrichtii</i>	Hubricht's Amsonia			1 Gallon
As	<i>Asclepias speciosa</i>	Showy Milkweed			1 Gallon
At	<i>Asclepias tuberosa</i>	Butterflyweed			1 Gallon
Av	<i>Asclepias viridis</i>	Green milkweed			1 Gallon
Bc	<i>Bouteloua curtipendula</i>	Side Oats Grama			1 Gallon
Bg	<i>Bouteloua gracilis</i>	Blue Grama Grass			1 Gallon
Cc	<i>Conoclinium coelestinum</i>	Blue Mistflower			1 Gallon
Ci	<i>Callirhoe involucrata</i>	Purple Poppy Mallow			1 Gallon
Co	<i>Cephalanthus occidentalis</i>	Buttonbush			3 Gallon
Cv	<i>Coreopsis verticillata</i>	Zagreb Coreopsis			1 Gallon
Ep	<i>Echinacea angustifolia</i>	Black Samson Echinacea			1 Gallon
Ep	<i>Echinacea pallida</i>	Pale coneflower			1 Gallon
Ey	<i>Eryngium yuccifolium</i>	Rattlesnake master?			1 Gallon
Iv	<i>Itea virginica</i>	Virginia Sweetspire			3 Gallon
Lp	<i>Liatris punctata</i>	Dotted Blazing Star			1 Gallon
Mc	<i>Monarda citriodora</i>	Lemon Mint			1 Gallon
Ne	<i>Nepeta</i>	Cat's Pajamas Catmint	'Cat's Pajamas'		1 Gallon
Os	<i>Oenothera speciosa</i>	Pink evening Primrose			1 Gallon
Ps	<i>Phlox subulata</i>	Creeping Phlox			1 Gallon
Pt	<i>Pycnanthemum tenuifolium</i>	Narrowleaf Mountain Mint			1 Gallon
Pv	<i>Panicum virgatum</i>	Switchgrass			1 Gallon
Rh	<i>Rudbeckia hirta</i>	Blackeyed Susan			1 Gallon
Rp	<i>Ratibida pinnata</i>	Gray Headed Coneflower			1 Gallon
Sa	<i>Salvia azurea</i>	Azure sage			1 Gallon
Sg	<i>Salvia greggii</i>	Autumn Sage	'Pink Preference'		1 Gallon
Sn	<i>Sorghastrum nutans</i>	Indian Grass			1 Gallon
So	<i>Sympotrichum oblongifolium</i>	Aromatic Aster	'October Skies'		1 Gallon
Sr	<i>Solidago rigida</i>	Stiff Goldenrod	'Golden Rockets'		1 Gallon
Ss	<i>Schizachyrium scoparium</i>	Little Bluestem	'HaHa Tonka'		1 Gallon



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/05/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM NORMAN SPORTS COMMISSION

DISCUSSION:

In 2023, Norman's citizens approved an increase in the guest tax, enabling Visit Norman to establish the Norman Sports Commission. The additional funds from the rate increase would primarily support promoting sports tourism by attracting tournaments, meets, events, races, and competitions in Norman, as well as improving sports facilities.

At the December 4, 2025, Board of Park Commissioners meeting, the Norman Sports Commission presented its annual report. At the meeting, the Commissioners requested that the Norman Sports Commission submit its full financials before approving the annual report and recommending that it be forwarded to Council for acceptance.

The Norman Sports Commission submitted its full financials to the Park Staff, who then forwarded them to the Park Board for review.

RECOMMENDATION:

Staff recommends that the Board approve and submit the Norman Sports Commission's annual report, including its complete financials, to the City Council for approval.

Norman Convention and Visitors Bureau, Inc

Item 7.

Statement of Financial Position

As of June 30, 2025

	JUN 30, 2024	JUL 2024 - JUN 2025
ASSETS		
Current Assets		
Bank Accounts		
100 Armstrong 6267	83,058.99	84,030.05
102 FUB 6299	650,277.96	154,861.83
103 FUB MM 6272	126,500.16	994,450.56
104 CD	159,841.59	0.00
107 Petty Cash	1,385.00	1,440.00
Total Bank Accounts	\$1,021,063.70	\$1,234,782.44
Accounts Receivable		
120 *Accounts Receivable	51,334.00	4,348.00
Total Accounts Receivable	\$51,334.00	\$4,348.00
Other Current Assets		
1200 Accounts Receivable	9,500.00	0.00
170 Prepaid Expenses	6,085.68	2,333.36
170-1 Prepaid Insurance	528.98	440.81
Total Other Current Assets	\$16,114.66	\$2,774.17
Total Current Assets	\$1,088,512.36	\$1,241,904.61
Fixed Assets		
150 Fixed Assets		
151 Furniture & Fixtures	17,600.71	20,779.27
152 Leasehold Improvements	6,130.00	6,130.00
153 Machinery & Equipment	3,923.23	10,426.50
154 Vehicle	67,091.12	48,181.18
155 Computer Equipment	17,196.44	20,030.44
160 Accumulated Depreciation	-99,533.95	-83,586.33
Total 150 Fixed Assets	12,407.55	21,961.06
Total Fixed Assets	\$12,407.55	\$21,961.06
Other Assets		
185 Website	45,500.00	45,500.00
190 Accumulated Amortization	-25,277.72	-40,444.28
Total Other Assets	\$20,222.28	\$5,055.72
TOTAL ASSETS	\$1,121,142.19	\$1,268,921.39
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200 *Accounts Payable	86,301.73	165,622.32
Total Accounts Payable	\$86,301.73	\$165,622.32
Credit Cards		
198 Arvest Credit Card 4021	11,962.98	2,430.66
Total Credit Cards	\$11,962.98	\$2,430.66
Other Current Liabilities		

	JUN 30, 2024	JUL 2024 -	Item 7.
205 Payroll Liabilities	0.00	0.00	
206 Federal Withholding Payable	6,048.93	95.48	
209 State Withholding Payable	851.00	9.00	
211 State Unemployment	185.25	1.88	
220 401(k)	2,042.51	1,898.44	
223 Health Insurance	0.00	-739.86	
Dental Insurance		44.44	
Vision Insurance		-7.07	
Total 205 Payroll Liabilities	9,127.69	1,302.31	
215 Compensated Absences Payable	21,503.03	21,503.03	
229 IRA Payable	5,445.87	0.00	
230 United Way Payable	430.92	19.57	
Direct Deposit Payable	0.00	567.26	
Total Other Current Liabilities	\$36,507.51	\$23,392.17	
Total Current Liabilities	\$134,772.22	\$191,445.15	
Long-Term Liabilities			
253 SBA Loan #1 and #2	298,806.09	284,830.79	
Total Long-Term Liabilities	\$298,806.09	\$284,830.79	
Total Liabilities	\$433,578.31	\$476,275.94	
Equity			
1110 Ret Earnings	0.00	0.00	
302 Unrestricted Assets	218,002.66	687,563.88	
Net Revenue	469,561.22	105,081.57	
Total Equity	\$687,563.88	\$792,645.45	
TOTAL LIABILITIES AND EQUITY	\$1,121,142.19	\$1,268,921.39	

Norman Convention and Visitors Bureau, Inc

Item 7.

Statement of Activity

June 2025

	TOTAL
Revenue	
400 Transient Guest Tax	176,640.66
401 City of Norman Tax	176,640.66
Total 400 Transient Guest Tax	\$185,879.38
410 Interest Revenue	4,104.56
415 Special Events Income	5,134.16
Total Revenue	\$185,879.38
GROSS PROFIT	\$185,879.38
Expenditures	
605 Research	85,387.00
610 Consumer Advertising / Marketing	12,016.67
610-12 Marketing Campaign	9,560.32
610-12.2 VisitNorman Marketing	186.33
Total 610-12 Marketing Campaign	9,746.65
610-8 SEO/SEM	6,845.87
610-9 Marketing Software	5.99
610.2 Simpleview website and app	39,675.00
Total 610 Consumer Advertising / Marketing	68,290.18
612 Convention Services	525.98
614 Printed Materials	
614-2 Other Printing	187.01
Total 614 Printed Materials	187.01
618 Conference, Sports and Groups Marketing	14,270.01
618-1.1 Sales Expense - Meals/Entertain	525.30
618-1.2 Sports Expense - Meals/Entertain	415.93
618-13 Locally Owned/Created Events	42,725.19
618-2 Site tour expense	16.15
618-3 Sports Promotional Items	2,611.48
618-4 CRM Software	134.90
618-5 Conferences and Tradeshows	3,892.64
618-5.01 OSAE Conference	100.00
618-5.11 Sports ETA Symposium expenses	599.00
Total 618-5 Conferences and Tradeshows	4,591.64
618-9 Convention	-600.00
Total 618 Conference, Sports and Groups Marketing	64,690.60
619 Affiliation / Memberships	5,799.75
619-05 OK Travel Industry Association	300.00
619-15 Cities of the SEC	299.09
Total 619 Affiliation / Memberships	6,398.84
620 Relationship Marketing	12.19
620-9 Affiliation Expenses	
620-91 Dues	85.00
620-92 Meals	840.54

Total 620-9 Affiliation Expenses	925.54
Total 620 Relationship Marketing	937.73
621 Retail Center	4.08
640 Operations/Administration	
640-02 Auto Expense	520.32
640-03 Board Meeting Expense	984.70
640-04 Bank Fees	94.20
640-06 Insurance/GL,Prop,WC	916.17
640-07 Rent	6,043.00
640-10 Supplies	275.60
640-11 Subscriptions	2,645.45
640-12 Telephone/Internet	1,150.61
640-15 Legal/Accounting	1,580.00
640-16 Copier/Postage lease	518.09
640-17 Depreciation Expense	246.86
640-24 Parking	1.70
640-25 Amortization	1,263.88
Total 640 Operations/Administration	16,240.58
660 Personnel Expenses	
660-1 Salaries & Wages	23,033.32
660-2 Payroll Taxes	3,809.83
660-4 Health Insurance	794.24
660-5 IRA	1,704.83
660-6 Life Ins.	566.63
Total 660 Personnel Expenses	29,908.85
Total Expenditures	\$272,570.85
NET OPERATING REVENUE	\$ -86,691.47
NET REVENUE	\$ -86,691.47

Norman Convention and Visitors Bureau, Inc

Item 7.

Statement of Activity

July 2024 - June 2025

	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUN 2025	TOTAL
Revenue													
400 Transient Guest Tax													\$0.00
401 City of Norman Tax	176,640.70	176,640.66	176,640.66	176,640.70	178,364.66	176,640.66	176,640.66	176,640.66	176,640.66	176,640.66	176,640.66	176,640.66	\$2,121,412.00
Total 400 Transient Guest Tax	176,640.70	176,640.66	176,640.66	176,640.70	178,364.66	176,640.66	\$2,121,412.00						
410 Interest Revenue	1,160.71	2,457.78	2,895.84	2,963.91	2,919.24	2,987.89	2,506.41	4,447.75	4,188.79	4,070.75	4,223.60	4,104.56	\$38,927.23
411 Advertising Revenue										500.00			\$500.00
415 Special Events Income	25.00	33,250.00	2,200.00							10,320.00	11,232.28	5,134.16	\$62,161.44
418 Cooperative Marketing	105.00			3,992.50									\$105.00
419 Trade Show													\$3,992.50
420 Sales	21,474.00	4,090.00		-226.00					1,650.00		1,314.00		\$28,302.00
421 Run Sign Up Revenue					305.00	2,054.50	5,213.50	7,288.20	7,098.83	40.00			\$22,000.03
Total Revenue	\$199,405.41	\$216,438.44	\$185,729.00	\$179,378.61	\$181,588.90	\$181,683.05	\$184,360.57	\$188,376.61	\$189,578.28	\$191,571.41	\$193,410.54	\$185,879.38	\$2,277,400.20
GROSS PROFIT	\$199,405.41	\$216,438.44	\$185,729.00	\$179,378.61	\$181,588.90	\$181,683.05	\$184,360.57	\$188,376.61	\$189,578.28	\$191,571.41	\$193,410.54	\$185,879.38	\$2,277,400.20
Expenditures													
605 Research	104,946.54	7,423.27	8,484.06	12,729.47							670.80	85,387.00	\$219,641.14
606 Venue Improvement Fund				57,800.00	9,700.00	750.00				8,484.40			\$76,734.40
610 ConsumerAdvertising / Marketing	23,049.17	15,615.04	16,368.95	14,846.37	12,114.45	11,274.17	8,528.77	4,228.11	3,683.33	9,559.85	12,137.22	12,016.67	\$143,422.10
610-11 Local event sponsorship	950.00	1,500.00	1,000.00	500.00	5,000.00		1,050.00			4,000.00	5,000.00		\$19,000.00
610-12 Marketing Campaign	962.94	4,273.73	3,325.00	147.00	593.00	78.90	325.00			7,199.22	3,505.99	9,560.32	\$29,971.10
610-12.2 VisitNorman Marketing							3,000.00					186.33	\$3,186.33
Total 610-12 Marketing Campaign	962.94	4,273.73	3,325.00	147.00	593.00	78.90	3,325.00			7,199.22	3,505.99	9,746.65	\$33,157.43
610-13 Visitors Guide							38,038.74						\$38,038.74
610-3 Sooner Sports Properties	110.00	11,839.38	11,839.38	11,839.38	11,839.38	11,839.38	11,839.38			11,839.34	11,839.38	11,839.38	\$106,664.38
610-4 Leisure print advertising	3,235.00						5,000.00	3,235.00					\$3,235.00
Total 610-4 Leisure print advertising	3,235.00						5,000.00	3,235.00					\$11,470.00
610-5 Visitor Guide Fulfillment	442.89	495.34	316.68	416.78									\$1,671.69
610-6 Digital Marketing		100.00	714.28				46.71						\$860.99
610-7 OTRD Sponsorship					2,900.00								\$2,900.00
610-8 SEO/SEM	5,670.00	2,783.33	10,783.33	5,233.34	10,783.33	6,268.33	6,845.83	2,845.83	6,845.83	6,845.83	6,845.83	6,845.87	\$78,596.68
610-9 Marketing Software	59.99	59.99	59.99	59.99	59.99	119.98		17.99	137.39	17.99		5.99	\$599.29
610.1 ITI Calendar	276.00	18,015.00	1,575.00								12,000.00		\$31,866.00
610.2 Simpleview website and app												39,675.00	\$39,675.00
Total 610 ConsumerAdvertising / Marketing	34,755.99	54,681.81	45,982.61	33,042.86	43,290.15	34,627.47	69,627.72	10,326.93	22,505.89	39,462.27	51,328.42	68,290.18	\$507,922.30
611 Leisure Trade Shows							1,000.00					725.00	
611-1 Going On Faith Travel Conference AUG '24	1,595.00	458.46			2,635.95		850.54	1,007.82					\$2,053.46
611-3 ABA Marketplace FEB '25													\$4,494.31
Total 611 Leisure Trade Shows	1,595.00	458.46		2,635.95			1,850.54	1,007.82				725.00	\$8,272.77
612 Convention Services	1,453.77								2,530.18		1,959.36	525.98	\$6,469.29
613 Special Events Expense		12,761.88	22,992.20	21,754.64	5,257.14	12,073.88		1,805.00			308.42		\$76,953.16
613-1 Tourism Luncheon										4,115.48	48.90		\$4,164.38
Total 613 Special Events Expense	12,761.88	22,992.20	21,754.64	5,257.14	12,073.88			1,805.00		4,115.48	357.32		\$81,117.54
614 Printed Materials	529.44	3,912.05	1,080.00		609.96	62.58	233.28	380.00	141.34				\$6,948.65
614-1 Apparel	93.50	1,046.11	91.35		0.00		293.22			1,079.39			\$2,603.57
614-2 Other Printing							135.70			66.55		187.01	\$389.26
614-3 Sports Printing						1,823.86							\$1,823.86
Total 614 Printed Materials	622.94	4,958.16	1,171.35		609.96	1,886.44	662.20	380.00	141.34	1,145.94		187.01	\$11,765.34
617 Public Relations	164.27	242.87			185.00	41.34						90.00	
617-1 Cision Database	6,326.42												\$6,326.42
617-3 Photography												90.00	\$316.34
617-4 Media Trips/"Blitzes" Giveaways & material	502.10												\$502.10
Total 617 Public Relations	6,992.79	242.87		185.00	41.34							90.00	\$7,552.00
618 Conference, Sports and Groups Marketing	25,976.67	13,716.67	18,860.00	13,719.19	14,085.17	13,931.67	14,323.00	15,783.39	19,386.67	15,021.20	14,125.02	14,270.01	\$193,198.66
618-1.1 Sales Expense - Meals/Entertain	1,043.21	1,762.33	1,658.76	1,996.41	3,101.13	261.07	930.51	6,088.71	1,326.09	1,508.00	483.79		

	JUL 2024	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUN 2025	Item 7.
619-04 Sooner Centurion (EDC)						1,200.00							\$1,200.00
619-05 OK Travel Industry Association												105.00	300.00
619-06 Destination International		2,120.00	5,488.00			1,050.00						595.00	\$9,253.00
619-15 Cities of the SEC												299.09	\$299.09
Total 619 Affiliation / Memberships	992.96	2,120.00	6,190.11		4,166.86	2,250.00	1,037.75	1,658.90	201.75	820.00	2,434.00	6,398.84	\$28,271.17
620 Relationship Marketing	289.22	73.02	52.34	28.00	36.00	4,398.46						101.84	142.92
620-5 Postage						57.80						48.29	
620-6 Web Site Expense						129.00							
620-7 Marketing Expense		24.76											
620-9 Affiliation Expenses													\$0.00
620-91 Dues	249.80	85.00	85.00		225.00		799.44		85.00	85.00	210.00	85.00	\$1,909.24
620-92 Meals	1,857.61	844.21	1,122.93	1,574.38	1,179.51	560.05	728.01	1,140.65	499.79	691.27	156.23	840.54	\$11,195.18
620-93 Other-Misc	150.00												\$150.00
Total 620-9 Affiliation Expenses	2,257.41	929.21	1,207.93	1,574.38	1,404.51	560.05	1,527.45	1,140.65	584.79	776.27	366.23	925.54	\$13,254.42
Total 620 Relationship Marketing	2,571.39	1,002.23	1,260.27	1,602.38	1,440.51	5,145.31	1,527.45	1,140.65	633.08	878.11	509.15	937.73	\$18,648.26
621 Retail Center		7.04										4.08	\$11.12
640 Operations/Administration													\$0.00
640-02 Auto Expense	1,098.08	637.16	486.87	2,092.62	616.91	4,270.05	175.43	238.03	288.70	276.43	1,331.80	520.32	\$12,032.40
640-03 Board Meeting Expense	695.21	901.24	364.00		409.00		757.80		425.00	782.47	706.88	984.70	\$6,026.30
640-04 Bank Fees	145.58	208.49	234.49	159.49	209.49	209.49	393.50	134.50	134.50	137.00	179.32	94.20	\$2,240.05
640-05 Maintenance/Repairs	463.13			172.91									\$636.04
640-06 Insurance/GL,Prop,WC	909.17	88.17	88.17	672.62	2,476.17	975.93	824.35	88.17	1,269.85	217.71	3,672.23	916.17	\$12,198.71
640-07 Rent	4,000.00	4,000.00	4,000.00	12,086.00		12,086.00	6,043.00	6,043.00	6,043.00	6,043.00	6,043.00	6,043.00	\$72,430.00
640-10 Supplies	503.14	40.79	290.76	715.20	158.14	535.36	235.49	649.49	809.11	240.62		275.60	\$4,453.70
640-11 Subscriptions	855.98	2,067.23	2,837.56	2,035.87	1,868.64	1,836.86	2,376.73	2,662.03	2,516.22	3,799.31	2,717.20	2,645.45	\$28,219.08
640-12 Telephone/Internet	837.80	901.34	1,554.29	450.50	980.47	962.37	697.01	1,099.64	1,384.28	705.24	1,032.51	1,150.61	\$11,756.06
640-14 Staff & Professional Developmen	2,878.68							518.00	717.37	3,061.98			\$7,176.03
640-15 Legal/Accounting	950.00	950.00	700.00	700.00	700.00	2,125.00	1,000.00	1,000.00	680.00	680.00	680.00	1,580.00	\$11,745.00
640-16 Copier/Postage lease	858.04	269.19	236.84	415.13	114.19	229.19	411.55	268.42	326.55	114.19	306.74	518.09	\$4,068.12
640-17 Depreciation Expense	246.86	246.86	246.86	246.86	246.86	246.86	246.86	246.86	246.86	246.86	246.86	246.86	\$2,962.32
640-19 Employee Mileage								181.00	11.54				\$192.54
640-21 Technology	67.45	2,189.07	2,963.97	291.53	167.44	134.90		624.26	266.11	1,039.92			\$7,744.65
640-22 Staff Expenses					15.76	330.19	140.44	600.11	390.46	633.00	268.30		\$2,378.26
640-24 Parking	162.84	76.15	161.51	77.98	107.79	131.47	3.81	51.93	80.99	195.04	17.00	1.70	\$1,068.21
640-25 Amortization	1,263.88	1,263.88	1,263.88	1,263.88	1,263.88	1,263.88	1,263.88	1,263.88	1,263.88	1,263.88	1,263.88	1,263.88	\$15,166.56
Total 640 Operations/Administration	15,935.84	13,839.57	15,429.20	21,380.59	9,334.74	25,337.55	14,569.85	15,669.32	16,854.42	19,436.65	18,465.72	16,240.58	\$202,494.03
645 Interest Expense							4,896.70						\$4,896.70
660 Personnel Expenses													\$0.00
660-1 Salaries & Wages	49,078.32	27,243.40	18,620.36	25,282.56	23,463.32	25,263.12	23,123.32	23,033.32	23,033.32	23,033.32	23,033.32	23,033.32	\$307,241.00
660-2 Payroll Taxes	7,383.34	4,308.04	4,115.81	3,709.21	2,773.58	2,752.55	3,622.73	3,244.80	3,197.66	3,673.76	3,779.65	3,809.83	\$46,370.96
660-4 Health Insurance	4,505.23	4,725.75	4,725.75	4,725.75	1,988.76		7,528.08	2,811.73	2,811.73	2,811.73	2,811.73	794.24	\$40,240.48
660-5 IRA	3,813.36	2,420.07	2,132.05	2,399.36	1,819.40	2,660.96	12,709.54	1,783.22	1,595.72	1,595.72	1,595.72	1,704.83	\$36,229.95
660-6 Life Ins.	584.45	584.45		584.45								566.63	\$2,319.98
Total 660 Personnel Expenses	65,364.70	39,281.71	29,593.97	36,701.33	30,045.06	30,676.63	46,983.67	30,873.07	30,638.43	31,114.53	31,220.42	29,908.85	\$432,402.37
Purchases	80.16	161.00			35.88								\$277.04
Total Expenditures	\$263,640.94	\$167,028.43	\$176,871.92	\$246,158.26	\$143,181.83	\$135,900.90	\$207,932.91	\$116,127.37	\$150,935.34	\$131,983.94	\$182,157.89	\$272,570.85	\$2,194,490.58
NET OPERATING REVENUE	\$ -64,235.53	\$49,410.01	\$8,857.08	\$ -66,779.65	\$38,407.07	\$45,782.15	\$ -23,572.34	\$72,249.24	\$38,642.94	\$59,587.47	\$11,252.65	\$ -86,691.47	\$82,909.62
Other Revenue													
Federal Tax Refund							275.00						\$275.00
Insurance Claim Proceeds												2,296.95	\$2,296.95
Total Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,296.95	\$0.00	\$2,571.95
Other Expenditures													
901 Gain (Loss) on Sale of Asset		-19,600.00											\$ -19,600.00
Total Other Expenditures	\$0.00	\$ -19,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -19,600.00
NET OTHER REVENUE		\$0.00	\$19,600.00	\$0.00	\$0.00	\$0.00	\$275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,29	

Norman Convention and Visitors Bureau, Inc

Item 7.

Statement of Activity

July 2024 - June 2025

	TOTAL		
	JUL 2024 - JUN 2025	JUL 2023 - JUN 2024 (PY)	CHANGE
Revenue			
400 Transient Guest Tax			
401 City of Norman Tax	2,121,412.00	2,026,750.00	94,662.00
Total 400 Transient Guest Tax	2,121,412.00	2,026,750.00	94,662.00
410 Interest Revenue	38,927.23	9,617.18	29,310.05
411 Advertising Revenue	500.00	1,300.00	-800.00
415 Special Events Income	62,161.44	8,764.03	53,397.41
418 Cooperative Marketing	105.00	245.00	-140.00
419 Trade Show	3,992.50		3,992.50
420 Sales	28,302.00	133,742.94	-105,440.94
421 Run Sign Up Revenue	22,000.03		22,000.03
Total Revenue	\$2,277,400.20	\$2,180,419.15	\$96,981.05
GROSS PROFIT	\$2,277,400.20	\$2,180,419.15	\$96,981.05
Expenditures			
605 Research	219,641.14	198,460.59	21,180.55
606 Venue Improvement Fund	76,734.40		76,734.40
610 ConsumerAdvertising / Marketing	143,422.10	65,336.03	78,086.07
610-11 Local event sponsorship	19,000.00	23,120.16	-4,120.16
610-12 Marketing Campaign	29,971.10	63,448.00	-33,476.90
610-12.2 VisitNorman Marketing	3,186.33		3,186.33
Total 610-12 Marketing Campaign	33,157.43	63,448.00	-30,290.57
610-13 Visitors Guide	38,038.74	21,113.17	16,925.57
610-3 Sooner Sports Properties	106,664.38	92,830.00	13,834.38
610-4 Leisure print advertising	3,235.00		3,235.00
610-4.2 Sports Digital Marketing	8,235.00		8,235.00
Total 610-4 Leisure print advertising	11,470.00		11,470.00
610-5 Visitor Guide Fulfillment	1,671.69	5,573.38	-3,901.69
610-6 Digital Marketing	860.99	3,340.00	-2,479.01
610-7 OTRD Sponsorship	2,900.00	7,727.44	-4,827.44
610-8 SEO/SEM	78,596.68	57,086.75	21,509.93
610-9 Marketing Software	599.29	594.90	4.39
610.1 ITI Calendar	31,866.00	60.00	31,806.00
610.2 Simpleview website and app	39,675.00		39,675.00
Total 610 ConsumerAdvertising / Marketing	507,922.30	340,229.83	167,692.47
611 Leisure Trade Shows			
611-1 Going On Faith Travel Conference AUG '24	2,053.46		2,053.46
611-3 ABA Marketplace FEB '25	4,494.31		4,494.31
Total 611 Leisure Trade Shows	8,272.77		8,272.77
612 Convention Services	6,469.29	7,632.43	-1,163.14
613 Special Events Expense	76,953.16	34,636.90	42,316.26
613-1 Tourism Luncheon	4,164.38	130.50	4,033.88
Total 613 Special Events Expense	81,117.54	34,767.40	46,350.14

		TOTAL	Item 7.	
		JUL 2024 - JUN 2025	JUL 2023 - JUN 2024 (PY)	CHANGE
614 Printed Materials		6,948.65	17,724.54	-10,775.89
614-1 Apparel		2,603.57	837.12	1,766.45
614-2 Other Printing		389.26		389.26
614-3 Sports Printing		1,823.86		1,823.86
Total 614 Printed Materials		11,765.34	18,561.66	-6,796.32
615 Postage			526.97	-526.97
617 Public Relations		407.14	1,360.77	-953.63
617-1 Cision Database		6,326.42		6,326.42
617-3 Photography		316.34	1,378.00	-1,061.66
617-4 Media Trips/"Blitzes" Giveaways & material		502.10	6,527.30	-6,025.20
617-5 Website			28,916.66	-28,916.66
617-6 App			1,616.66	-1,616.66
Total 617 Public Relations		7,552.00	39,799.39	-32,247.39
618 Conference, Sports and Groups Marketing		193,198.66	40,992.97	152,205.69
618-1.1 Sales Expense - Meals/Entertain		20,685.31	18,223.16	2,462.15
618-1.2 Sports Expense - Meals/Entertain		698.72	310.45	388.27
618-10 Sports sponsorship/bid fees		18,078.87	24,293.42	-6,214.55
618-13 Locally Owned/Created Events		211,488.71		211,488.71
618-14.1 Quarterly Hotel Meetings		1,370.87		1,370.87
618-15 Bid presentation expenses		630.91		630.91
618-2 Site tour expense		2,210.48	1,372.68	837.80
618-2.2 Site tour expense - Sports		46.07		46.07
Total 618-2 Site tour expense		2,256.55	1,372.68	883.87
618-3 Sports Promotional Items		3,283.23	2,359.98	923.25
618-4 CRM Software		45,868.22	6,466.64	39,401.58
618-5 Conferences and Tradeshows		50,119.83	48,328.66	1,791.17
618-5.01 OSAE Conference		100.00	125.00	-25.00
618-5.05 US sports Congress expenses		2,749.82		2,749.82
618-5.07 TEAMS Expenses		13,302.50		13,302.50
618-5.08 Sports Relationships		5,553.17		5,553.17
618-5.11 Sports ETA Symposium expenses		4,557.47		4,557.47
618-5.12 Small Market Meetings Conference SEP'24		1,185.70		1,185.70
618-5.14 Connect Faith NOV '24		310.48		310.48
618-5.15 Connect Texas NOV '24		484.56		484.56
618-5.16 Destination Southwest DEC '24		938.47		938.47
618-5.18 Select Traveler Conference MAR '25		3,043.54		3,043.54
618-5.22 FEA MAY '25		1,512.29		1,512.29
Total 618-5 Conferences and Tradeshows		83,857.83	48,453.66	35,404.17
618-6 Groups Advertising		100.00		100.00
618-7 Local Prospecting		4,373.71	4,780.62	-406.91
618-8 Sales Blitz/Prospecting			193.22	-193.22
618-9 Convention		2,123.52	117,157.32	-115,033.80
Total 618 Conference, Sports and Groups Marketing		588,015.11	264,604.12	323,410.99
619 Affiliation / Memberships		16,714.08	9,712.08	7,002.00
619-02 SGMP		400.00		400.00
619-04 Sooner Centurion (EDC)		1,200.00		1,200.00
619-05 OK Travel Industry Association		405.00		405.00
619-06 Destination International		9,253.00	1,295.00	7,958.00
619-15 Cities of the SEC		299.09		299.09

		TOTAL	Item 7.
	JUL 2024 - JUN 2025	JUL 2023 - JUN 2024 (PY)	CHANGE
Total 619 Affiliation / Memberships	28,271.17	11,007.08	17,264.09
620 Relationship Marketing	5,133.99	4,830.96	303.03
620-5 Postage	106.09	42.24	63.85
620-6 Web Site Expense	129.00		129.00
620-7 Marketing Expense	24.76		24.76
620-9 Affiliation Expenses			
620-91 Dues	1,909.24	655.00	1,254.24
620-92 Meals	11,195.18	3,770.29	7,424.89
620-93 Other-Misc	150.00		150.00
Total 620-9 Affiliation Expenses	13,254.42	4,425.29	8,829.13
Total 620 Relationship Marketing	18,648.26	9,298.49	9,349.77
621 Retail Center	11.12	941.82	-930.70
640 Operations/Administration		9,408.48	-9,408.48
640-02 Auto Expense	12,032.40	13,070.04	-1,037.64
640-03 Board Meeting Expense	6,026.30	1,968.23	4,058.07
640-04 Bank Fees	2,240.05	1,682.82	557.23
Credit Card Fees		803.58	-803.58
Total 640-04 Bank Fees	2,240.05	2,486.40	-246.35
640-05 Maintenance/Repairs	636.04	286.38	349.66
640-06 Insurance/GL,Prop,WC	12,198.71	3,510.02	8,688.69
640-07 Rent	72,430.00	40,197.00	32,233.00
640-09 Security Expense		20.00	-20.00
640-10 Supplies	4,453.70	9,984.97	-5,531.27
640-11 Subscriptions	28,219.08	8,259.88	19,959.20
640-12 Telephone/Internet	11,756.06	10,999.64	756.42
640-14 Staff & Professional Developmen	7,176.03	4,754.33	2,421.70
640-15 Legal/Accounting	11,745.00	26,959.98	-15,214.98
640-16 Copier/Postage lease	4,068.12	2,650.62	1,417.50
640-17 Depreciation Expense	2,962.32	2,962.26	0.06
640-18 Miscellaneous Expense		2,631.01	-2,631.01
640-19 Employee Mileage	192.54		192.54
640-21 Technology	7,744.65	9,226.64	-1,481.99
640-22 Staff Expenses	2,378.26	1,093.18	1,285.08
640-24 Parking	1,068.21	306.15	762.06
640-25 Amortization	15,166.56	15,166.61	-0.05
Total 640 Operations/Administration	202,494.03	165,941.82	36,552.21
645 Interest Expense	4,896.70	8,308.07	-3,411.37
660 Personnel Expenses		1,943.17	-1,943.17
660-1 Salaries & Wages	307,241.00	507,119.50	-199,878.50
660-2 Payroll Taxes	46,370.96	43,287.35	3,083.61
660-4 Health Insurance	40,240.48	40,828.49	-588.01
660-5 IRA	36,229.95	18,624.63	17,605.32
660-6 Life Ins.	2,319.98	4,035.75	-1,715.77
Total 660 Personnel Expenses	432,402.37	615,838.89	-183,436.52
Purchases	277.04		277.04
Total Expenditures	\$2,194,490.58	\$1,715,918.56	\$478,572.02
NET OPERATING REVENUE	\$82,909.62	\$464,500.59	\$ -381,590.97
Other Revenue			

	TOTAL		Item 7.
	JUL 2024 - JUN 2025	JUL 2023 - JUN 2024 (PY)	CHANGE
Federal Tax Refund	275.00	692.63	-417.63
Income needs to be researched		4,368.00	-4,368.00
Insurance Claim Proceeds	2,296.95		2,296.95
Total Other Revenue	\$2,571.95	\$5,060.63	\$ -2,488.68
Other Expenditures			
901 Gain (Loss) on Sale of Asset	-19,600.00		-19,600.00
Total Other Expenditures	\$ -19,600.00	\$0.00	\$ -19,600.00
NET OTHER REVENUE	\$22,171.95	\$5,060.63	\$17,111.32
NET REVENUE	\$105,081.57	\$469,561.22	\$ -364,479.65

Norman Convention and Visitors Bureau, Inc

Item 7.

Budget vs. Actuals: Budget_FY24_P&L - FY25 P&L

July 2024 - June 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
400 Transient Guest Tax				
401 City of Norman Tax	2,121,412.00	2,119,688.00	1,724.00	100.08 %
Total 400 Transient Guest Tax	2,121,412.00	2,119,688.00	1,724.00	100.08 %
410 Interest Revenue	38,927.23		38,927.23	
411 Advertising Revenue	500.00	35,000.00	-34,500.00	1.43 %
415 Special Events Income	62,161.44	11,000.00	51,161.44	565.10 %
418 Cooperative Marketing	105.00		105.00	
419 Trade Show	3,992.50		3,992.50	
420 Sales	28,302.00	2,500.00	25,802.00	1,132.08 %
421 Run Sign Up Revenue	22,000.03		22,000.03	
Total Revenue	\$2,277,400.20	\$2,168,188.00	\$109,212.20	105.04 %
GROSS PROFIT	\$2,277,400.20	\$2,168,188.00	\$109,212.20	105.04 %
Expenditures				
605 Research	219,641.14	32,500.00	187,141.14	675.82 %
605-1 Smith Travel Research		1,584.00	-1,584.00	
Total 605 Research	219,641.14	34,084.00	185,557.14	644.41 %
606 Venue Improvement Fund	76,734.40	150,000.00	-73,265.60	51.16 %
610 ConsumerAdvertising / Marketing	143,422.10	135,290.00	8,132.10	106.01 %
610-11 Local event sponsorship	19,000.00	36,000.00	-17,000.00	52.78 %
610-12 Marketing Campaign	29,971.10	20,000.00	9,971.10	149.86 %
610-12.2 VisitNorman Marketing	3,186.33	106,138.00	-102,951.67	3.00 %
Total 610-12 Marketing Campaign	33,157.43	126,138.00	-92,980.57	26.29 %
610-13 Visitors Guide	38,038.74	30,000.00	8,038.74	126.80 %
610-2 Email Marketing		4,000.00	-4,000.00	
610-3 Sooner Sports Properties	106,664.38	95,000.00	11,664.38	112.28 %
610-4 Leisure print advertising	3,235.00	57,000.00	-53,765.00	5.68 %
610-4.2 Sports Digital Marketing	8,235.00	10,000.00	-1,765.00	82.35 %
Total 610-4 Leisure print advertising	11,470.00	67,000.00	-55,530.00	17.12 %
610-5 Visitor Guide Fulfillment	1,671.69	10,000.00	-8,328.31	16.72 %
610-6 Digital Marketing	860.99	30,000.00	-29,139.01	2.87 %
610-7 OTRD Sponsorship	2,900.00	17,025.00	-14,125.00	17.03 %
610-8 SEO/SEM	78,596.68	44,500.00	34,096.68	176.62 %
610-9 Marketing Software	599.29	8,000.00	-7,400.71	7.49 %
610.1 ITI Calendar	31,866.00	58,500.00	-26,634.00	54.47 %
610.2 Simpleview website and app	39,675.00		39,675.00	
Total 610 ConsumerAdvertising / Marketing	507,922.30	661,453.00	-153,530.70	76.79 %
611 Leisure Trade Shows	1,725.00	16,000.00	-14,275.00	10.78 %
611-1 Going On Faith Travel Conference AUG '24	2,053.46		2,053.46	
611-3 ABA Marketplace FEB '25	4,494.31		4,494.31	
Total 611 Leisure Trade Shows	8,272.77	16,000.00	-7,727.23	51.70 %
612 Convention Services	6,469.29	16,000.00	-9,530.71	40.43 %

TOTAL				Item 7.
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
613 Special Events Expense	76,953.16	20,000.00	56,953.16	384.77 %
613-1 Tourism Luncheon	4,164.38		4,164.38	
Total 613 Special Events Expense	81,117.54	20,000.00	61,117.54	405.59 %
614 Printed Materials	6,948.65	20,703.61	-13,754.96	33.56 %
614-1 Apparel	2,603.57		2,603.57	
614-2 Other Printing	389.26		389.26	
614-3 Sports Printing	1,823.86		1,823.86	
Total 614 Printed Materials	11,765.34	20,703.61	-8,938.27	56.83 %
615 Postage		2,500.00	-2,500.00	
617 Public Relations	407.14	1,520.00	-1,112.86	26.79 %
617-1 Cision Database	6,326.42	5,500.00	826.42	115.03 %
617-2 Media FAM visits		5,250.00	-5,250.00	
617-3 Photography	316.34	0.00	316.34	
617-4 Media Trips/"Blitzes" Giveaways & material	502.10		502.10	
Total 617 Public Relations	7,552.00	12,270.00	-4,718.00	61.55 %
618 Conference, Sports and Groups Marketing	193,198.66	164,120.00	29,078.66	117.72 %
618-1.1 Sales Expense - Meals/Entertain	20,685.31	20,000.00	685.31	103.43 %
618-1.2 Sports Expense - Meals/Entertain	698.72		698.72	
618-10 Sports sponsorship/bid fees	18,078.87	125,000.00	-106,921.13	14.46 %
618-11.1 Impact Calculator		5,500.00	-5,500.00	
618-12 Play Easy Database		3,500.00	-3,500.00	
618-13 Locally Owned/Created Events	211,488.71	50,000.00	161,488.71	422.98 %
618-14.1 Quarterly Hotel Meetings	1,370.87	500.00	870.87	274.17 %
618-14.2 Quarterly sports committee meetings		500.00	-500.00	
618-15 Bid presentation expenses	630.91	2,000.00	-1,369.09	31.55 %
618-2 Site tour expense	2,210.48	13,000.00	-10,789.52	17.00 %
618-2.2 Site tour expense - Sports	46.07		46.07	
Total 618-2 Site tour expense	2,256.55	13,000.00	-10,743.45	17.36 %
618-3 Sports Promotional Items	3,283.23	9,000.00	-5,716.77	36.48 %
618-4 CRM Software	45,868.22	9,750.00	36,118.22	470.44 %
618-5 Conferences and Tradeshows	50,119.83	76,300.00	-26,180.17	65.69 %
618-5.01 OSAE Conference	100.00		100.00	
618-5.05 US sports Congress expenses	2,749.82		2,749.82	
618-5.07 TEAMS Expenses	13,302.50		13,302.50	
618-5.08 Sports Relationships	5,553.17		5,553.17	
618-5.11 Sports ETA Symposium expenses	4,557.47		4,557.47	
618-5.12 Small Market Meetings Conference SEP'24	1,185.70		1,185.70	
618-5.14 Connect Faith NOV '24	310.48		310.48	
618-5.15 Connect Texas NOV '24	484.56		484.56	
618-5.16 Destination Southwest DEC '24	938.47		938.47	
618-5.18 Select Traveler Conference MAR '25	3,043.54		3,043.54	
618-5.22 FEA MAY '25	1,512.29		1,512.29	
Total 618-5 Conferences and Tradeshows	83,857.83	76,300.00	7,557.83	109.91 %
618-6 Groups Advertising	100.00		100.00	
618-7 Local Prospecting	4,373.71	9,500.00	-5,126.29	46.04 %
618-8 Sales Blitz/Prospecting		5,000.00	-5,000.00	
618-9 Convention	2,123.52	40,000.00	-37,876.48	5.31 %
Total 618 Conference, Sports and Groups Marketing	588,015.11	533,670.00	54,345.11	110.18 %
619 Affiliation / Memberships	16,714.08	20,100.00	-3,385.92	83.180

			TOTAL	Item 7.	
		ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
619-02 SGMP		400.00		400.00	
619-04 Sooner Centurion (EDC)		1,200.00		1,200.00	
619-05 OK Travel Industry Association		405.00		405.00	
619-06 Destination International		9,253.00		9,253.00	
619-15 Cities of the SEC		299.09		299.09	
Total 619 Affiliation / Memberships		28,271.17	20,100.00	8,171.17	140.65 %
620 Relationship Marketing		5,133.99	15,500.00	-10,366.01	33.12 %
620-5 Postage		106.09		106.09	
620-6 Web Site Expense		129.00		129.00	
620-7 Marketing Expense		24.76		24.76	
620-9 Affiliation Expenses					
620-91 Dues		1,909.24		1,909.24	
620-92 Meals		11,195.18		11,195.18	
620-93 Other-Misc		150.00		150.00	
Total 620-9 Affiliation Expenses		13,254.42		13,254.42	
Total 620 Relationship Marketing		18,648.26	15,500.00	3,148.26	120.31 %
621 Retail Center		11.12	10,000.00	-9,988.88	0.11 %
640 Operations/Administration					
640-02 Auto Expense		12,032.40	19,000.00	-6,967.60	63.33 %
640-03 Board Meeting Expense		6,026.30	5,000.00	1,026.30	120.53 %
640-04 Bank Fees		2,240.05	300.00	1,940.05	746.68 %
640-05 Maintenance/Repairs		636.04		636.04	
640-06 Insurance/GL,Prop,WC		12,198.71	4,850.00	7,348.71	251.52 %
640-07 Rent		72,430.00	48,000.00	24,430.00	150.90 %
640-10 Supplies		4,453.70	15,000.00	-10,546.30	29.69 %
640-11 Subscriptions		28,219.08	2,500.00	25,719.08	1,128.76 %
640-12 Telephone/Internet		11,756.06	10,500.00	1,256.06	111.96 %
640-14 Staff & Professional Developmen		7,176.03	25,000.00	-17,823.97	28.70 %
640-15 Legal/Accounting		11,745.00	22,000.00	-10,255.00	53.39 %
640-16 Copier/Postage lease		4,068.12	1,800.00	2,268.12	226.01 %
640-17 Depreciation Expense		2,962.32		2,962.32	
640-19 Employee Mileage		192.54	1,000.00	-807.46	19.25 %
640-21 Technology		7,744.65	10,500.00	-2,755.35	73.76 %
640-22 Staff Expenses		2,378.26	2,000.00	378.26	118.91 %
640-24 Parking		1,068.21	150.00	918.21	712.14 %
640-25 Amortization		15,166.56		15,166.56	
640-26 EIDL Repayments			15,600.00	-15,600.00	
Total 640 Operations/Administration		202,494.03	183,200.00	19,294.03	110.53 %
645 Interest Expense		4,896.70		4,896.70	
656 Payroll Expenses			100.00	-100.00	
660 Personnel Expenses					
660-1 Salaries & Wages		307,241.00	351,581.00	-44,340.00	87.39 %
660-2 Payroll Taxes		46,370.96	27,163.00	19,207.96	170.71 %
660-4 Health Insurance		40,240.48	45,000.00	-4,759.52	89.42 %
660-5 IRA		36,229.95	14,063.00	22,166.95	257.63 %
660-6 Life Ins.		2,319.98	7,300.00	-4,980.02	31.78 %
Total 660 Personnel Expenses		432,402.37	445,107.00	-12,704.63	97.15 %
670 Disaster Contingency			25,000.00	-25,000.00	
Purchases		277.04		277.04	

			TOTAL	Item 7.
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Expenditures	\$2,194,490.58	\$2,165,687.61	\$28,802.97	101.33 %
NET OPERATING REVENUE	\$82,909.62	\$2,500.39	\$80,409.23	3,315.87 %
Other Revenue				
Federal Tax Refund	275.00		275.00	
Insurance Claim Proceeds	2,296.95		2,296.95	
Total Other Revenue	\$2,571.95	\$0.00	\$2,571.95	0.00%
Other Expenditures				
901 Gain (Loss) on Sale of Asset	-19,600.00		-19,600.00	
Total Other Expenditures	\$ -19,600.00	\$0.00	\$ -19,600.00	0.00%
NET OTHER REVENUE	\$22,171.95	\$0.00	\$22,171.95	0.00%
NET REVENUE	\$105,081.57	\$2,500.39	\$102,581.18	4,202.61 %

Norman Convention and Visitors Bureau, Inc

Item 7.

A/R Aging Summary

As of June 30, 2025

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
BancFirst.	450.00					\$450.00
First United	450.00					\$450.00
NCED Conference Center				1,724.00		\$1,724.00
Young Family Athletic Center (Parks & Rec/City of Norman)				1,724.00		\$1,724.00
TOTAL	\$0.00	\$900.00	\$0.00	\$0.00	\$3,448.00	\$4,348.00

Norman Convention and Visitors Bureau, Inc

Item 7.

A/P Aging Summary

As of June 30, 2025

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Arvest Bank	31,201.45					\$31,201.45
Corner Copy		1,314.74				\$1,314.74
Destination International	5,598.00					\$5,598.00
Edgeless UC		232.74				\$232.74
Granicus, LLC	39,675.00					\$39,675.00
Jan Haddad				250.00		\$250.00
Joseph Biundo	350.00					\$350.00
Joseph Thompson				500.00		\$500.00
Legacy Rotary Club of Norman	201.75					\$201.75
Maximilian Biundo	350.00					\$350.00
Midway Grocery And Market	37.74					\$37.74
Oklahoma Copier Solutions	403.90					\$403.90
RAF LLC				500.00		\$500.00
Shelter Insurance	7.00					\$7.00
Zartico, Inc.	85,000.00					\$85,000.00
TOTAL	\$162,824.84	\$1,547.48	\$0.00	\$0.00	\$1,250.00	\$165,622.32



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/05/2026

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PROPOSED PLAYGROUND DESIGNS FOR FOUR NEIGHBORHOOD PARKS

BACKGROUND:

In 2015, Norman voters approved funding for the NORMAN FORWARD program of capital projects focused on quality-of-life improvements. One of the program's projects was to renovate our existing neighborhood parks at varying levels of detail (trails, playgrounds, sports courts, tree planting, etc.), as evaluated by staff. Another project was focused on funding the construction of five new neighborhood parks, based on survey responses from the residents around these park sites.

Since the program started, we have completed renovations in several parks (Oakhurst, Rotary, Prairie Creek, and Sonoma Park, among others) and have completed several small projects to improve park furnishings, signage, trails, and other amenities in many parks. Not all parks were budgeted for playground replacements in the original NORMAN FORWARD program that was presented to voters. However, in the ten years since the program started, all our parks have aged to the point that any future funding requests will include replacing the remaining playgrounds in town in a "worst-to-best" order, as is being done with the current project for renovations.

DISCUSSION:

We recently let for bid for our following three playground replacement projects at Eagle Cliff, Northeast Lions, and Sutton Place Parks, along with a bid for new playground equipment as part of the development of our next new neighborhood park—Bluestem Park. We received over a dozen proposals for each playground project in December. We evaluated each proposal to ensure it met the criteria in the Bid Request and to determine which would best fit the park/neighborhood being upgraded. The budget varied by project, based on the site's size and the population served by that park. Bidders were instructed to use all available funds for each proposal and to include synthetic turf safety surfacing and a shade structure over a large portion of the new equipment.

At Northeast Lions Park, the new equipment will be located in the newly incorporated part of that park that used to be called "High Meadows Park", before the conjoining of those two parks with the land the city gained from the Norman Public Schools east of Eisenhower Elementary last year to make one large park property (now collectively called Northeast Lions Park). This is being done to help address the main problem with the old Northeast Lions Park play equipment: it was the most vandalized and damaged playground in the park system, and it was isolated entirely from view at night by the pond in Northeast Lions, behind a large group of trees with no lights. The playground in that park in 2025 was missing many parts (slides, tunnels, spring riders, etc.) that had been damaged and were no longer available for purchase as replacements.

There were two old, separate playgrounds at Eagle Cliff, which will now be replaced with one large new play area, allowing parents to stay in one location with their children as they use the park. We also recently paved the old gravel walking trail at Eagle Cliff and are planning to add several more trees along the trail and in the old, wooded area in the middle of that park as part of its renovation.

The playground in Sutton Place was also at the end of its usable life, with replacement parts becoming harder to secure. Sutton Place has also received several minor upgrades since 2015, including new park furnishings, several tree plantings, a new half-court basketball court, and the addition of a soccer practice goal.

RECOMMENDATION:

It is recommended that the Board of Park Commissioners recommend approval of the proposed playground designs for Bluestem, Eagle Cliff, Northeast Lions, and Sutton Place Park Playgrounds.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/05/2026

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: 02/05/2026

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.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/05/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: UPDATE REGARDING THE COMMISSION FOR ACCREDITATION OF PARK AND RECREATION AGENCIES (CAPRA)

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.