



CITY OF NORMAN, OK
BOARD OF PARKS COMMISSIONERS MEETING
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069
Thursday, October 01, 2026 at 5:30 PM

AMENDED 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 AUGUST 6, 2026

DISCUSSION ITEMS

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

ACTION ITEMS

3. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE RETREAT AT NORMAN ADDITION
4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM THE NORMAN ARTS COUNCIL
5. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM THE NORMAN YOUTH SOCCER ASSOCIATION

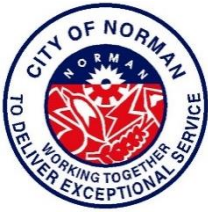
- [6.](#) CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM LITTLE AXE YOUTH SPORTS
- [7.](#) CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM HEALTHY LIVING NORMAN
- [8.](#) CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF A FUNDING DISBURSEMENT FOR FYE 2027: TO THE CLEVELAND COUNTY MOORE-LINDSAY HISTORICAL HOUSE MUSEUM IN THE AMOUNT DESCRIBED IN THE STAFF REPORT, PURSUANT TO THE PROCESS OUTLINED IN THE LEASE AGREEMENT, CONTRACT K-2526-27, AND FYE 2027 BUDGET ALLOCATION BY CITY COUNCIL, TO ASSIST WITH THE OPERATION OF THE CLEVELAND COUNTY MOORE-LINDSAY HISTORICAL HOUSE MUSEUM.
- [9.](#) CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF A FUNDING DISBURSEMENT FOR FYE 2027: TO THE SOONER THEATRE IN THE AMOUNT DESCRIBED IN THE STAFF REPORT, PURSUANT TO THE PROCESS OUTLINED IN THE LEASE AGREEMENT, CONTRACT K-2627-34, AND FYE 2027 BUDGET ALLOCATION BY CITY COUNCIL, TO ASSIST WITH THE OPERATION OF THE SOONER THEATRE.
- [10.](#) CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF A FUNDING DISBURSEMENT FOR FYE 2027: TO THE PERFORMING ARTS STUDIO, INC., D/B/A THE DEPOT IN THE AMOUNT DESCRIBED IN THE STAFF REPORT, PURSUANT TO THE PROCESS OUTLINED IN THE LEASE AGREEMENT, CONTRACT K-2627-32, AND FYE 2027 BUDGET ALLOCATION BY CITY COUNCIL, TO ASSIST WITH THE OPERATION OF THE PERFORMING ARTS STUDIO, INC., D/B/A THE DEPOT.
- [11.](#) CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE DESIGN AND CONSTRUCTION OF A NEW OPEN-AIR PAVILION IN REAVES PARK FOR THE PARKS AND RECREATION DEPARTMENT WITH UNIVERSITY OF OKLAHOMA GIBBS COLLEGE OF ARCHITECTURE (GCA).

REPORTS

- [12.](#) NORMAN FORWARD UPDATE
- [13.](#) DIVISION UPDATE
- [14.](#) CAPRA UPDATE

MISCELLANEOUS ITEMS

ADJOURNMENT



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/01/2026

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 AUGUST 6, 2026

Norman Board of Parks Commissioners
August 6, 2026

Item 1.

The Norman Board of Parks Commissioners of the City of Norman, Cleveland County, State of Oklahoma, met in a Regular Session in the Development Center Conference Room A, on the 6th day of August, 2026, 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 before the beginning of the meeting.

ROLL CALL

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

Absent: Commissioners Davison, Fagin, and Usry

City Officials

Present: Jason Olsen, Director of Parks and Recreation
James Briggs, Park Development Manager
Cyriacus Igwilo, Interim Recreation Manager
Paul Krout, Golf Maintenance Superintendent
Jeff Moody, Event & Media Coordinator
Rick Parish, Golf Operations Manager
Megan Phelan, Park Planner
Wade Thompson, Parks Manager
BJ Brewer, Administrative Technician III

ITEM 1, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF MINUTES FROM THE MAY 7, 2026, PARK BOARD REGULAR MEETING

Commissioner Wyckoff made the motion, and Commissioner Nanny seconded to approve the Regular Park Board minutes of May 7, 2026. The vote was taken with the following results:

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

NAY: None

ITEM 2, being:

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

Mr. Jason Olsen, Director of Parks and Recreation, highlighted the previously approved Council actions from June and July 2026, about the Parks and Recreation Department, as follows:

- FYE 2027 City of Norman Proposed Operating and Capital Budgets and Norman Convention and Visitors Bureau Inc, FYE Budget with Detailed Annual Plan of Work
- Discussion Regarding Updates to Ordinances Related to City Parks
- Proclamation P-2526-47: Proclaiming Friday, June 19, 2026, as Juneteenth Day
- Proclamation P-2526-48: Proclaiming the Month of June 2026, as LGBTQ+Pride Month
- Proclamation P-2526-52: Proclaiming the Month of July 2026, as Parks and Rec Month
- Final Acceptance of Contract K-2526-149 with Happy Playgrounds LLC for the Northeast Lions Park Playground Project & Final Payment of \$230,000
- Final Acceptance of Contract K-2526-150 with Play and Park Structures for the Eagle Cliff Park Playground Project & Final Payment of \$200,000
- Contract K-2526-192 with City Care Inc for the Operation of an Emergency Overnight Shelter
- Final Acceptance of Contract K-2526-148 with Play By Design Inc for the Sutton Place Park Playground Project & Final Payment of \$185,000

- Contract K-2526-188 with Norman Convention & Visitors Bureau to Encourage, Promote, and Foster the Convention and Tourism Development of the City and Provide for the Administration of the Tax & Allocation of a Portion of Transient Guest Tax Revenues Collected in Norman for Said Services
- Contract K-2526-189 with Norman Arts Council for the Promotion of Arts Program to Encourage, Promote, and Foster the Convention and Tourism Development of the City and Provide for the Administration of the Tax & Allocation of a Portion of Transient Guest Tax Revenues Collected in Norman for Said Services
- Contract K-2526-194 for Purchase and Sale Agreement with Landmark Development Group LLC and Sooner River LLC for Purchase of Properties for \$692,000 from the NF Fund Balance for the future NF Canadian River Park and Trails
- Proclamation P-2627-4: Proclaiming August 7, 2026, as Purple Heart Day
- Contract K-2627-26: with Dr. Pepper/Seven Up Inc for the Purpose of establishing a long-term tourism, branding, and Event-Activation Partnership in Relation to the Lindsey Street Water Tower
- Contract K-2627-27: with FSB for the Design & Engineering of the Homeless Shelter AKA the Norman Housing Hub in the Amount of \$107,312
- Ordinance O-2726-7: Prohibiting Camping and Establishment of Encampments on Public Property, Prohibiting Obstruction of Public Sidewalks, Trails, Easements and Access Routes, Providing Exceptions and Providing for Enforcement
- O-2627-8: Amending Section 2-316 and Section 24-507 of the Code of the City of Norman, Providing for Oversight, Prohibiting Certain Activities in Public Parks, Providing Exceptions and Enforcement

Mr. Olsen said a couple of ordinances were delayed, one about camping and one related to City parks. He said Council asked for more information and wanted the opportunity to discuss at a Council Study Session, specifically camping on public land and sidewalk/easement accesses due to camping on public land.

ITEM 3, being:

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

Mr. Andy Couch from the Firehouse Art Center (FAC) presented the annual report for the Firehouse Art Center (FAC), and financials were given to the Board prior to the meeting. He said the FAC serves thousands of individuals through visual arts programming and offers a variety of classes, including painting, drawing, printmaking, fiber, jewelry making, sculpture, photography, and ceramics.

Mr. Couch said FAC had 43 summer camps and offered classes from ages 2-14 through the Art After School Program during the winter, spring, and fall semesters, and the Children's Summer Art Program during the summer. He said the number of programs grew from 29 to 35 in April 2026, and the ceramics department expanded to 100 students. He said FAC also partners with Norman Public Schools to provide the Art Sparks Program to 5th-grade students, with Red Earth to host indigenous artists' workshops every month, and with the Oklahoma Native Plant Society, which hosted a group show that complemented the new pollinator garden. He highlighted the Healing Studio for adults with disabilities, as well as other programming offered, including Art Forces for U.S. Military Veterans and the Firehouse Equality Club. Mr. Couch mentioned that the Midsummer Night's Fair committee is discussing a July event in collaboration with FAC, The Depot, and Parks & Recreation.

Commissioner Wright made the motion, and Commissioner Wyckoff seconded, to accept the annual report from Firehouse Art Center and recommend submitting the report to the City Council. The vote was taken with the following results:

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

NAY: None

ITEM 4, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM WESTWOOD GOLF AND GOLF MAINTENANCE

Westwood Golf: Mr. Rick Parish, Westwood Golf Professional, presented the annual report for Westwood Golf (WW Golf) to the Board, noting strong financial performance in FY26 with revenue reaching \$1,352,228.02, up from \$1,179,327.12 in FY25. He highlighted the launch of a new couples league and two-player categories at the 51st WW Golf Tournament. Although the driving range's closure from December 2025 to June 2026 impacted revenue, its reopening improved operational resilience and player experience.

Mr. Parish emphasized various programs and services, including Men's, Ladies', Seniors', and Couples Leagues, as well as partnerships with organizations like First Tee OKC and Youth on Course. WW Golf recorded 32,399 rounds played through April 2026, showing growth. Marketing efforts include BOLD Multimedia for social media, a new collaboration with Golf Now to enhance tee time utilization, and a collaboration with Youth on Course, which facilitates affordable junior access and reimburses WW Golf \$9.00 per round.

Westwood Golf Maintenance: Mr. Paul Krout, Golf Maintenance Superintendent, presented the WW Golf Maintenance report, noting strong playing conditions and infrastructure improvements in 2025. He highlighted excellent greens, progress on driving range renovation, and emphasized the weed control program, mowing operations, irrigation, and tree management. The driving range renovation involved establishing boundaries, using non-selective herbicides, addressing irrigation, improving drainage, and laying sod in the spring for a June reopening. For 2026, priorities include irrigation improvements, maintaining championship-quality greens, enhancing equipment reliability, expanding robotic mowing, and controlling costs. He also mentioned a July 4 storm that caused significant tree damage and closed the course for nearly a week, with ongoing cleanup expected to continue for months.

Commissioner Wright made the motion, and Commissioner Wyckoff seconded, to accept the annual report from Westwood Golf and Golf Maintenance and recommend submitting the report to the City Council. The vote was taken with the following results:

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

NAY: None

ITEM 5, being:

UPDATE REGARDING THE FINANCIAL STATUS OF THE NORMAN FORWARD PROGRAM

Mr. Jason Olsen, Director of Parks and Recreation, updated the Board on the Norman Forward (NF) Program's financial status, first presented to them on April 2, 2026. He noted that the program is expected to have an \$11 million fund balance after completing the remaining projects. The Board reviewed and acknowledged the proposed projects, particularly supporting the Gym Expansion at AWE, the City-Wide Park Signage Project, and the initiatives for Griffin, Andrews, and Reaves Parks, as they host numerous events.

Mr. Olsen reported that on July 10, 2026, Staff updated the NF Tax Citizen Financial Oversight Board (CFOB) on the financial status and proposed projects for the NF Program. The CFOB unanimously approved the Parks and Recreation Department's project priority list, which includes the Gym Expansion at AWE, the City-Wide Park Signage Project, and upgrades for Griffin, Andrews, and Reaves Parks. A letter was sent to the Mayor and City Council confirming this approval. Staff is pursuing grants for the Andrews and Reaves Park Projects, having already secured a TSET grant for the kidspace playground and shelter at Reaves Park, and for park signage installation at Ruby Grant Park.

Staff recommended that the Board send the City Council the Park & Recreation Department's staff recommendations for the proposed NF Projects list related to the projected NF Program excess fund balance.

Commissioner Tedder-Loffland made the motion, and Commissioner Isacksen seconded to recommend the Parks and Recreation Department's recommendations for the proposed NF Projects list related to the projected NF Project excess fund balance. The vote was taken with the following results:

YEAH:	Chair Sheriff and Commissioners Isacksen, Nanny, Tedder-Loffland, Wright, and Wyckoff
NAY:	None

ITEM 6, being:

CAPRA UPDATE

Mr. Olsen announced that Mitchell Richardson, who typically provides the CAPRA update, has resigned since our last meeting to take a new job in Arizona. After discussions, it was decided to open a position for an Assistant Director of Parks & Recreation while retaining the Recreation Manager role. Mr. Olsen said until both positions are posted and filled, Cyriacus Igwilo will be our Interim Recreation Manager. Mr. Igwilo said the staff is going through the paperwork, and we have a good majority of the chapters completed. He said the review process for Chapter One has started, and our final draft should be completed by October 31, 2026.

ITEM 7, being:

NORMAN FORWARD UPDATE

Mr. Jason Olsen, Director of Parks and Recreation, said we recently had playground ribbon cuttings at Sutton Place, Eagle Cliff, and Northeast Lions Parks. He said the playground at Bluestem Park is complete, but work on the park as a whole is still underway, with completion expected in the fall. Mr. Olsen said the City continues the due diligence with the land purchase recommendation for the Canadian River Park. Once finalized, the staff will open bids for a design contractor to begin developing a plan that will align with the Trail Master Plan along the Canadian River, hopefully connecting back to Saxon Park and meeting up with the multimodal trail to Clear Bay at Thunderbird Lake State Park. Mr. Olsen said we are awaiting the utilities and road construction plans, but we are very close to finalizing the plans for Saxon Park.

ITEM 8, being:

DIVISION UPDATE

Mr. Wade Thompson, Parks Manager, said his crews have been working over the past two months clearing trees and debris from the July 4th storm event. He wanted to commend his staff, noting that some crew members worked all day at the Norman Fourth Fest and, before their shifts ended, began clearing tree limbs and debris that evening and into the next morning. He mentioned that most crews worked 12-hour shifts during the first couple of days after the storm. Mr. Thompson stated that the staff continues to clean up trees and debris and stay on top of our regular tasks. He mentioned that the staff recently installed a new playground at McGeorge Park and will be installing the turf there soon.

Mr. James Briggs, Park Development Manager, reported that staff are repairing storm damage from July 4th, including downed fencing at Westwood Tennis, and needed repairs at YFAC's sand volleyball and pickleball courts. They are pursuing TSET grant funding for the Reaves Park Kidspace playground, which will be removed soon. Mr. Briggs announced that the Daughters of the American Revolution dedicated a new 250-bike rack at Reaves Park. At Bluestem Park, work is nearly complete on the volleyball courts and walking trails. They are finalizing the Bishop Creek Eco Park rain garden and facilities, aiming for an October ribbon-cutting. Staff is also finalizing the land deal for South Lake Park, the last new neighborhood park, and is working on several landscaping projects, including a bike-and-pedestrian space at the Lindsey Street water tower.

Additionally, they are removing invasive species at Sutton Wilderness and restoring nearby prairies. The City Forester is pursuing a grant for tree plantings in economically disadvantaged areas of Norman.

Mr. Cyriacus Igwilo, Interim Recreation Manager, highlighted the programs held in June, July, and August, starting with the Fishing Derby at Griffin Park, the American Cancer Society nationally accredited the childcare sites, Juneteenth at Reaves Park, Fourth Fest Home Run Derby, and Outdoor Movie night showing *Captain America*, both at Reaves Park. He said Westwood Family Aquatic Center held Dog Night, Junior Lifeguard Academy, and hosted the Lifeguard Games and Lifeguard Appreciation Day. Staff celebrated National Parks and Recreation Month in July with several luncheons at various divisions, fun skits, and snow cones at each site. Mr. Igwilo said Summer Camp will wrap up soon, and the After School Program will resume on August 12th. *Minecraft* movie will show at the Outdoor Movie Series at Lions Park and Nerf Night will be held at the 12th Avenue Recreation Center.

MISCELLANEOUS ITEMS

None.

PUBLIC COMMENT

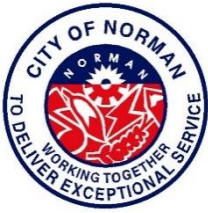
Mr. Michael Givel, Ward 2 citizen, asked about the Adkins Crossing Park, specifically who maintained the wagon-wheel plaque honoring Roger Atkins, which the Cleveland County Historical Society erected. He felt the plaque needed to be updated to include a more in-depth history. Park Staff said they would research and get back with Mr. Givel.

ADJOURNMENT

Chair Sheriff adjourned the meeting at 7:10 p.m.

Passed and approved this _____ of _____ 2026

Sherrel Sheriff, Chair



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/01/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks & Recreation

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

DISCUSSION:

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



CITY OF NORMAN, OK CITY COUNCIL SPECIAL MEETING

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

Tuesday, September 01, 2026 at 5:00 PM

AGENDA

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

CALL TO ORDER

AGENDA ITEMS

1. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FY2027 BUILT ENVIRONMENT GRANT FOR A TOTAL OF \$598,000.00 AND CONTRACT K-2627-55: A COOPERATIVE AGREEMENT BETWEEN THE OKLAHOMA TOBACCO SETTLEMENT ENDOWMENT TRUST (TSET) AND THE CITY OF NORMAN FOR THE REAVES PARK "KIDS SPACE" PLAYGROUND UPGRADES AND PHYSICAL ACTIVITY ENHANCEMENTS FOR AN AMOUNT NOT TO EXCEED \$299,000.00 FOR YEAR 1; AUTHORIZATION FOR THE DIRECTOR OF PARKS AND RECREATION TO EXECUTE GRANT ADMINISTRATION AND REPORTING DOCUMENTS REQUIRED UNDER THE AGREEMENT; AND BUDGET APPROPRIATION.
2. CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION AS AUTHORIZED BY OKLAHOMA STATUTES, TITLE 25 SECTION 307(B)(4) TO DISCUSS A PENDING INVESTIGATION AND CLAIM REGARDING THE YOUNG FAMILY ATHLETIC CENTER.

ADJOURNMENT



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 9/1/2026

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FY2027 BUILT ENVIRONMENT GRANT FOR A TOTAL OF \$598,000.00 AND CONTRACT K-2627-55: A COOPERATIVE AGREEMENT BETWEEN THE OKLAHOMA TOBACCO SETTLEMENT ENDOWMENT TRUST (TSET) AND THE CITY OF NORMAN FOR THE REAVES PARK "KIDS SPACE" PLAYGROUND UPGRADES AND PHYSICAL ACTIVITY ENHANCEMENTS FOR AN AMOUNT NOT TO EXCEED \$299,000.00 FOR YEAR 1; AUTHORIZATION FOR THE DIRECTOR OF PARKS AND RECREATION TO EXECUTE GRANT ADMINISTRATION AND REPORTING DOCUMENTS REQUIRED UNDER THE AGREEMENT; AND BUDGET APPROPRIATION.

BACKGROUND:

The Kids Space playground at Reaves Park has been one of Norman's most cherished community-built amenities since its original construction nearly 30 years ago. The entire Norman community came together for this generational project at Reaves Park. Between City staff and community volunteers, the Kids Space playground was built through a large-scale community build effort, with residents volunteering time, labor, and support to construct a unique wooden play structure that quickly became a beloved fixture for families across Norman.

Over the decades, Kids Space has continued to serve thousands of children annually. However, after nearly three decades of heavy use and exposure to the elements, the wooden structure has significantly deteriorated, creating safety concerns, and replacement or rebuilding is necessary.

On May 28, 2026, the City was notified by the Tobacco Settlement Endowment Trust (TSET) that Norman had been awarded the Built Environment Grant totaling \$598,000 to fund the replacement of Kids Space at Reaves Park over two years. The Year 1 award amount is up to \$299,000, with the second-year award an additional \$299,000, helping to cover the majority of this important and highly visible community project.

DISCUSSION:

The TSET cooperative agreement outlines mutual responsibilities and the City's deliverables for a shovel-ready construction implementation at a single project site (Reaves Park), beginning immediately or within 75 days of the grant start. The agreement requires the City to:

- Maintain tobacco-free and wellness policies, place appropriate tobacco-free signage, and ensure TSET funding attribution in all communications/signage.
- Submit monthly progress reports and reimbursement claims; TSET will reimburse within 45 days of a properly completed invoice.
- Participate in TSET trainings and evaluations, and maintain an on-site presence throughout the grant.

Project Scope & Budget (Year 1):

- Playground materials purchased from Leathers & Associates; poured-in-place ADA surfacing, and fencing are included in Year 1 deliverables.
- Budget Allocations: TSET support for Year 1 is \$299,000.00; the City must match and/or provide other funding of at least 20% for the project. Park staff recommends setting aside \$400,000 from the Norman Forward Fund Balance (Account 51-29000) to cover the City's portion of the project. This appropriation will be sufficient for the City's portion of the project and will cover the remaining design work, sidewalks, lighting, and park furniture.
- Procurement & milestones: The project plan schedules Council acceptance (Sept 1–15, 2026), procurement actions (vendor awards for playground, concrete/lighting/fencing), delivery and demo, community build activities, and the opening of Phase I by June 2027.

Grant Conditions & Compliance:

- Monthly reimbursement only for costs incurred during the period; no advance payments.
- Branding & signage acknowledging TSET support are required; all media/publicity must have prior TSET approval.
- Match funds documented in Attachment B and matching narrative; City resources will cover contingencies and certain installation costs alongside TSET support.

RECOMMENDATION 1: It is recommended that the City Council appropriate funds in the amount of \$699,000 from the Norman Forward Fund Balance (Account 51-29000) into the Norman Forward Reaves Park Project (Account 51792205-46101 Construction, Project NFB006).

RECOMMENDATION 2: It is recommended that the City Council accept and approve Contract Number K-2627-55 from the Oklahoma Tobacco Settlement Endowment for the Year 1 allocation of not to exceed \$299,000.00 for the Kids Space Playground Project at Reaves Park.

RECOMMENDATION 3: Authorize the Director of Parks and Recreation to carry out required grant administration, procurements, monthly reporting, branding/signage, and compliance activities, including the Notice of Intent to Subcontract filings, as needed.



**FISCAL YEAR 2027
COOPERATIVE AGREEMENT**

Effective for the Period September 1, 2026 to August 31, 2027

Year 1 of a 2-year Agreement between

Oklahoma Tobacco Settlement Endowment Trust

and

City of Norman

Contract # 00004004

This cooperative agreement is between the Board of Directors of the Oklahoma Tobacco Settlement Endowment Trust, hereinafter referred to as "TSET", as authorized by Okla. Const. Art. 10, Section 40, and Title 62 O.S. § 2309, and City of Norman, hereinafter referred to as "Grantee".

Agreement Purpose

TSET funds will be used to update a deteriorating wooden playground at Reaves Park to address safety concerns and improve physical activity options for the community.

Scope of Work

The purpose of this agreement is for the Grantee to carry out work described in Attachment A, the work plan/project plan, in response to TSET's Built Environment Grant funding opportunity, 092-BEPA26, Attachment C.

Cooperative Agreement Period and Expense Cap

This agreement period is for 12 months starting on September 1, 2026, and ending on August 31, 2027 and may be renewed for up to 1 year based on performance by the Grantee and contingent on earnings available to be awarded through the Oklahoma Tobacco Settlement Endowment Trust. Funding for fiscal year 2027 shall not exceed \$299,000.00 and is detailed in Attachment B.

The Grantee expressly agrees to be solely responsible that the use of funds received under this Agreement complies with all federal, state, and local statutes, regulations and other legal authority that affect the use of said funds.

Duties of Grantee

The Grantee will participate in continuous project administration and implementation that support project outcomes, as detailed in RFA 092-BEPA26, Built Environment. In accordance with all stated RFA requirements, the Grantee will:

1. Maintain the organization's tobacco-free and wellness policy for the duration of the agreement with TSET
2. As appropriate, place tobacco-free signage to indicate that the grantee's property is tobacco-free
3. As appropriate, maintain community input on the project throughout the life of the grant.
4. Actively engage with local legislators and policymakers to educate them about the work funded by the grant and its impact on the community
5. Ensure that the grantee organization's leadership stays engaged, abreast, and in support of the project
6. Participate in all required TSET trainings, webinars, and technical assistance activities.
7. As appropriate, install permanent signage to identify TSET's role in funding the project
8. Ensure any promotional materials, media releases, plans and reports related to the project provides funding attribution to TSET. This should include the use of appropriate TSET logos. All publicity materials must be approved by TSET prior to distribution
9. Complete and submit monthly progress reports and maintain regular communication with assigned TSET Program Manager
10. Attend check-in meetings scheduled by TSET Program Manager
11. Complete an end of project report at project completion
12. If subcontractors are utilized, complete all required forms and submit to TSET for approval prior to entering into official contracts with contractors. Monitor all active subcontracts regularly and ensure subcontract deliverables have been fulfilled before invoicing work to TSET
13. Actively participate in external evaluation of the project. Evaluation activities may include reporting, data collection, training, technical assistance, presentations, and other activities as requested by TSET and/or contracted external evaluators
14. Support other TSET initiatives and programs as requested
15. Have a project manager, authorized official and financial officer in place at the start of the contract
16. Maintain a project manager, authorized official and financial officer of the project
17. By the thirtieth (30th) day of the month, submit to TSET a claim for reimbursement including any required supporting documentation based on charges paid for work performed during the previous month, in the format and via the submission method indicated by TSET. a. The exception to this 30-day window is for the final FY27 claim for reimbursement, which must be submitted no later than November 30, 2027.
18. Participate in annual performance evaluations
19. Participate in TSET financial reviews as requested by TSET
20. Provide updates to TSET leadership or the Board of Directors, periodically or as

requested

21. Request approval from TSET for any movement of funds between budget categories that exceed 10% of the total budget.
22. Follow all required purchase request and approval processes as directed by TSET
23. Work with TSET partners and service providers as requested by TSET
24. Maintain an official presence in the awarded service area for the duration of the agreement with TSET; and
25. Sustain the implementation of the project at the conclusion of TSET funding.

Duties of TSET

TSET shall:

1. Serve as the central point of contact for the Grantee and grant staff;
2. Provide or facilitate technical assistance, training, collaboration, and communication to the Grantee;
3. Facilitate sharing of information and experience among TSET contractors and with other stakeholders;
4. Facilitate project-related communication among grantees;
5. Provide an assigned program manager who will provide day-to-day technical assistance and consultation to the Grantee;
6. Provide an assigned grant manager to provide contract and financial management assistance;
7. Provide an assigned communications strategist who will provide technical assistance, training, and consultation regarding TSET health communication initiatives;
8. Conduct financial and Agreement monitoring activities;
9. Facilitate working relationships between the Grantee and other TSET grantees or contractors as necessary;
10. Participate in periodic meetings with the Grantee, grant staff, subcontractors, and other affiliates as needed;
11. Reimburse Grantee for charges incurred within 45 days of a properly completed invoice;
12. Facilitate annual project evaluation;
13. Within 10 business days, respond to Grantee requests for budget revisions or grant amendments; and
14. Retain responsibility for and authority over the entire Built Environment grant.

Grantee Deliverables

As requested by TSET, the Grantee will provide:

1. Monthly updates of the approved project plan;

2. Annual budget;
3. If utilizing subcontractors, submit the notice of intent to subcontract form, signed, and dated subcontract(s) and subcontractor deliverables;
4. Work with Communication Strategist on all grant communications;
5. Monthly project reports and other activity reports related to performance, unless a different schedule is set by TSET; and
6. End of project report at the end of the grant cycle.

This contract is dated as of September 1, 2026 even though the parties may have executed it after said date in order to agree upon contract terms.

No person who has been involved in any manner in the development, approval, or negotiation of this contract while employed by the state shall be employed or given anything of value to fulfill any of the services provided for under this contract.

Approved by authorized signatures as indicated below:

By:	Stephen T. Holman Mayor City of Norman
Date:	

By:	John Lance Thomas Interim Executive Director Tobacco Settlement Endowment Trust
Date:	/ /

TERMS AND CONDITIONS

Access to and Retention of Records Requirements

GRANTEE agrees to hold, manage, and maintain Program records, accounts and supporting documentation, for validation of costs billed to TSET, for three (3) years from the ending date of the Agreement. GRANTEE also agrees to allow the State Auditor's Office, TSET, or their authorized representatives, access to the records, books, documents, accounting procedures, practices, or any items of the service provider relevant to this Agreement for purpose of audit and examination. GRANTEE further agrees to provide appropriate access to the aforementioned parties regarding any subcontractor's associated records. In the event any audit, litigation or other action involving these pertinent records is started before the end of the three (3) year period, GRANTEE agrees to retain these records until all issues arising out of the action are resolved or until the end of the three-year period, whichever is later.

Acknowledgment of TSET Support

GRANTEE shall prior to release make available to and closely coordinate with TSET on all publications related to the results of the work conducted under this Agreement. All presentations and publications resulting from work under this Agreement shall include an appropriate acknowledgement of the support of TSET.

Advance Payments Prohibited

No payments in advance of or in anticipation of goods or services to be provided under this Agreement shall be made by TSET to GRANTEE or by GRANTEE to a subcontractor. TSET may routinely request supporting documentation to validate GRANTEE payments.

Agreement Extensions

TSET may exercise the option to extend this Agreement past its original end date if both TSET and GRANTEE deem an extension necessary and mutually beneficial. Any extensions to this Agreement shall be in writing, dated, and executed by both GRANTEE and TSET, and approved by the TSET Board of Directors. Extensions are contingent upon the availability of sufficient funds to TSET.

Amendments

Any modifications or amendments to this Agreement, including, but not limited to, budget changes and scope of work changes, shall be in writing, dated and executed by both GRANTEE and TSET.

Anti-Corruption

No person who has been involved in any manner in the development, approval, or negotiation of this contract while employed by the state shall be employed or given anything of value to fulfill any of the services provided for under this contract.

Applicable Law

This Agreement shall be governed in all respects by the laws of the State of Oklahoma. The terms "TSET", "the agency", "Trust", "Tobacco Settlement Endowment Trust" or any other reference to an agency of the State of Oklahoma means the State of Oklahoma acting by and through that agency. Any action, claim, dispute, or litigation relating in any way to the execution, interpretation, performance, or enforcement of this Agreement shall be filed in a court of competent jurisdiction in Oklahoma County, Oklahoma, to which jurisdiction and venue TSET and GRANTEE expressly agree.

Assignment and Delegation

This Agreement may not be assigned. If GRANTEE cannot perform a specific service as identified in this Agreement, GRANTEE will be responsible for subcontracting the services or making alternative arrangements for the provisions of the services. Prior to the execution of a subcontract, GRANTEE must provide in writing to TSET a "Notice of Intent to Subcontract". GRANTEE will be liable for any and all additional costs and expenses arising from such subcontract or substitution to cover performance. In no event will any subcontract by GRANTEE incur obligation on the part of TSET. To the extent allowed by law, GRANTEE shall be totally responsible for the management of all subcontracts/subcontractors proposed or engaged and shall to the extent allowed by law be liable for all performance requirements regardless of which entity is providing the contracted supplies, materials, equipment, or services.

GRANTEE shall give TSET immediate notice in writing by certified mail of any action or suit filed against GRANTEE and/or subcontractor and prompt notice of any claim made against GRANTEE by any subcontractor or GRANTEE that may reasonably be anticipated to result in litigation related in any way to the Agreement or the State of Oklahoma.

Availability of Funding

Notwithstanding any contrary provision in this Agreement, any obligation of TSET to make any payment(s) hereunder is subject to the availability and continuation of sufficient funds for that purpose. This Agreement may be canceled, and/or not renewed beyond the current fiscal year and/or the end of any subsequent fiscal year without obligation or penalty, should the TSET Board of Investors fail to certify sufficient earnings from

the Tobacco Settlement Endowment Trust, or if a reduction in or elimination of any source of funding for the payment(s) required under this Agreement occurs. TSET may terminate or reduce the amount funded under this Agreement by providing notice in writing to GRANTEE. TSET shall be the final authority as to the availability of funds. The effective date of such termination or reduction shall be specified in the notice. In the event of a reduction, GRANTEE may cancel this Agreement as of the effective date of the proposed reduction by providing by certified mail advanced written notice to TSET. In the event this Agreement is canceled under this section, GRANTEE agrees to take all reasonable steps to minimize termination costs. Upon presentation of proper invoice(s) for allowable claims(s), TSET agrees to reimburse GRANTEE for expenditures and non-cancelable commitments incurred in anticipation of performance for all work performed under this Agreement prior to the termination date contained in the notice of termination. This clause provides an exception to the amendment clause and the cancellation clause requiring thirty (30) days' notice.

Budget Revisions

Reimbursement of expenditures will be made in accordance with the approved budget. For each year of this Agreement, without prior TSET approval, GRANTEE may make budget revisions between categories not to exceed 10% of the total cash portion of the TSET-supported budget, provided the revisions do not result in any applicable budget category maximums being exceeded. All budget revision requests in excess of 10% of the total TSET funding must be approved in writing by TSET prior to incurring any costs. No budget revisions that would have the effect of changing the scope of work are reimbursable. TSET will determine, in its sole discretion, whether any budget revision changes the scope of work such that the revision is not reimbursable. Requests for budget revisions are accepted at any time during the grant year up to 60 days before the end of the grant period. After this deadline, grantees must obtain permission from TSET to submit a budget revision before a revision may be submitted. Late requests will be reviewed on a case-by-case basis by TSET. Grantees are limited to a maximum of three budget revisions per grant year. Grantees must request approval in writing to submit additional revisions and each request will be reviewed on a case-by-case basis. If multiple funding sources are involved, GRANTEE agrees to within ten (10) days of GRANTEE'S generation of budget revision(s) provide TSET with a copy of budget revisions supplied to other funders.

Certification of Non-Acceptance of Tobacco Funds

GRANTEE, by signing this Agreement, certifies that it will not accept funding from nor have an affiliation or contractual relationship with a company engaged in the manufacture of tobacco or tobacco products during the term of the Agreement with TSET.

Certification Regarding Debarment, Suspension, Proposed for Debarment, or Declared Ineligible for Award of Contracts by any Federal or State Agency

By signing this Agreement, GRANTEE attests and assures that neither GRANTEE, no employee of GRANTEE nor any of its principals performing hereunder:

1. Are presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
2. Have within a three year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Have, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal, State or local governmental entity; or
4. Are presently indicted for, or otherwise criminally indicted, or charged by a governmental entity with any of the offenses enumerated above in this section.

Compliance with the Oklahoma Smoking in Public Places and Indoor Workplaces Act

Title 63 of the Oklahoma Statutes, Sections 1-1521 through 1-1527

GRANTEE and its subcontractors must always during the Agreement term be in full compliance with the Oklahoma Smoking in Public Places and Indoor Workplaces Act.

Contact Persons

All programmatic, contractual, compliance, payment, and grants management questions should be directed to the assigned TSET-Contracted Grant Manager. Any changes to contact persons shall be communicated in writing to all parties to the Agreement within five business days of the change.

Data Access and Sharing

Any data derived as a result of this contract will be made readily accessible to TSET and/or the agency's partners upon request.

Disputes

Any dispute concerning performance of the Agreement shall be decided by TSET and a copy of the decision shall be provided in writing to GRANTEE. Each party will designate an initial point of contact for disputes and/or non-compliance. Staff who become aware of a possible dispute will first communicate with the designated point of contact, who will

route the matter in accordance with its organization's procedures. If a party does not designate an initial point of contact, that person shall be the AUTHORIZED OFFICIAL. Pending final determination of any dispute hereunder, GRANTEE shall proceed diligently with the performance of the Agreement and in accordance with TSET's direction.

Electronic Communication Minimum Standards

GRANTEE must assure that, at a minimum, all program staff have reliable internet access, a dedicated email address—an organizational email account is required—a recent version of Microsoft Office, and the latest version of Adobe Acrobat Standard or Professional. Also preferred is the capability of scanning information to reduce the burden of having to recreate vital records or documents. It is a requirement of the GRANTEE to communicate with TSET and the TSET-Contracted Grant Manager via the TSET Funding Portal when appropriate.

Entire Agreement

This Agreement, including referenced attachments and any modifications approved by TSET, represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto. No changes in the project being funded are permitted without prior TSET written approval.

Equipment and Other Purchases

Any items of equipment (defined as items with a cost greater than \$500), property or other capital purchases made pursuant to the terms of this Agreement shall be made only with written approval from TSET, only for the benefit of the public, and shall be used by the public during the useful life of the equipment for the benefit of the public and in fulfillment of the intended purposes of the Agreement even after the Agreement term has expired. All inventory, maintenance, and repair of such items of equipment purchased by GRANTEE shall be the responsibility of GRANTEE, whether during or after the Agreement term. Should such equipment no longer be used for the benefit of the public and in fulfillment of the intended purposes of the Agreement, whether before or after the Agreement term, and if such equipment still has useful life, it shall expeditiously be disposed of through the same competitive bidding or public sale procedure as is used for the disposition of State surplus equipment.

Event of Default

In the event GRANTEE fails to timely meet the terms and conditions of this Agreement or fails to provide services in accordance with the provisions of the Agreement, TSET at its sole discretion may withhold payments claimed by GRANTEE or may by written notice of default to GRANTEE cancel this Agreement and recover all amounts paid to Grantee.

Cancellation due to default shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law. If TSET materially breaches the Agreement, GRANTEE may by written notice to TSET detailing the nature of the material breach terminate the Agreement immediately as an exception to the standard cancellation clause of thirty (30) days' notice requirement.

Failure to Comply Statement

GRANTEE shall be subject to all applicable state and federal laws, rules and regulations, and all amendments thereto. GRANTEE agrees that should it be in noncompliance, TSET may suspend or cancel the Agreement in part or in whole. Compliance with GRANTEE'S Agreement requirements shall be the responsibility of GRANTEE, without reliance on or direction by TSET.

Force Majeure

GRANTEE shall not be liable for any damages resulting from any delay in delivery or failure to give notice of delay that directly or indirectly results from the elements, acts of God, delays in transportation, or delays in delivery by any cause beyond the reasonable control of GRANTEE.

Relation to TSET

GRANTEE is in all respects an independent GRANTEE and is neither an agent nor an employee of TSET. Neither GRANTEE nor any of its officers, employees, agents, members, or subcontractors shall have authority to bind TSET nor are they entitled to any of the benefits or worker's compensation provided by TSET to its employees. GRANTEE will ensure that the necessary personnel, facilities, supplies, equipment, and/or related resources and skills to accomplish the project are provided in accordance with the terms and conditions of this agreement. All the work and services required shall be performed by, or under supervision of, GRANTEE or Agent, and all personnel engaged therein must be fully qualified and authorized under state and local law to perform such work and services.

Indemnification

Grantee shall, within limitations placed on such entities by State law, indemnify and hold harmless the State of Oklahoma, its agents, officers, and employees from all claims and actions, and all expenses defending same, that are brought as a result of any injury or damage sustained by any person or property in consequence of any negligent or intentionally wrong act or omissions by said party or any of its subcontractors, or by an such act or omission by any agents, officers or employees of said party of its subcontractors, or as a result of any claim or amount recovered for an infringement of

patent, trademark or copyright, or from any claim or amounts arising or recovered under workers' compensation law or any other law.

Inspection of Work Performed

The State of Oklahoma, State Auditor and Inspector, Tobacco Settlement Endowment Trust, or their authorized representatives shall, at all reasonable times, have the right to enter GRANTEE'S premises, or such other places where duties under the Agreement are being performed, to inspect, monitor, or otherwise evaluate the quality, appropriateness, and timeliness of work being performed. GRANTEE and all subcontractors must provide access at all reasonable times to all facilities and provide assistance, if deemed necessary by the requesting agency/personnel. All inspections and evaluations shall be performed in such manner as will not unduly delay work.

Insurance

The City of Norman is self-insured, pursuant to Oklahoma State Statute, for worker's compensation, liability purposes and for most property and casualty damage to municipal property. The limits of such self-insured coverage meet or exceed the limits required by the State of Oklahoma for municipalities pursuant to 51 O.S. §154(A). The City of Norman will continue to carry such coverages at all times during the Term of this Agreement.

Intellectual Property

GRANTEE represents that to the best of its knowledge the purchase, use or sale of goods or services covered by this Agreement do not and will not infringe on any patent, trademark, copyright, trade secret or other intellectual property right.

GRANTEE acknowledges that inventions, improvements, discoveries, copyrightable works, or other proprietary information may arise from initiated research, sponsored in whole or in part by governmental agencies. GRANTEE further represents that any such developments shall be governed by the provisions of applicable law and as applicable, subject to the reservation of the rights of the Government of the United States of America, as set forth in 37 CFR 401 and the Patent and Trademark Law Amendments Act of 1980 (Bayh-Dole Act).

When using the image or likeness of an individual in educational materials, GRANTEE will verify that the individual has consented to such use. Agencies shall obtain an additional consent form from the parent or legal guardian of individuals under 18 years of age.

GRANTEE agrees that in its contract(s) with third party Vendors by which contract(s) GRANTEE will use software or other intellectual property owned by others to perform services for TSET, that, when possible, GRANTEE will include and enforce in its contract(s) with said third-party Vendors certain terms, as follows:

1. The third-party Vendor will hold harmless and indemnify the State of Oklahoma, its officers, agents, successors, and assigns against and from any and all claims, demands, losses, costs, damages, suits, judgments, penalties, expenses and liabilities, including reasonable attorney's fees, related to infringement of intellectual property rights (including invention rights pending applications, patents, trademarks, copyrights, trade names, trade dress, trade secrets, right of privacy, and right of publicity) caused by either GRANTEE or the third-party Vendor or by TSET, their agents, or their employees.
2. Should an infringement of intellectual property rights be asserted against the State, the State shall (a) promptly notify the Vendor in writing of the claim and (b) to the extent authorized by the Oklahoma Attorney General, allow the Vendor to control the defense and any related settlement negotiations. If the Oklahoma Attorney General does not authorize sole control of the defense and settlement negotiations to Vendor, Vendor shall be granted authorization to equally participate in any proceeding related to this section, but Vendor shall in all events remain responsible to indemnify the State for all associated costs, damages and fees incurred by or assessed to the State.
3. The provisions by which the third-party Vendor agrees to hold the State of Oklahoma harmless and to indemnify the State, shall be exceptions from whatever other limits of liability might be.

4. The Vendor represents and acknowledges the State of Oklahoma's reliance hereon of the information contained in the contract between GRANTEE and the third-party Vendor. Vendor has good and lawful title or license to all goods and services supplied by the Vendor to the State of Oklahoma, to the extent applicable, and that the Vendor conveys same free of encumbrance, including infringement of any known intellectual property rights, or if covered by intellectual property rights of GRANTEE and in consideration of the State of Oklahoma buying goods and services from the Vendor, the Vendor agrees not to sue the State of Oklahoma for infringement of said intellectual property rights of the Vendor.
5. None of the foregoing provisions shall serve to release GRANTEE from any of its indemnification obligations, including but not limited to claims of intellectual property infringement or data breach.

Intellectual Property: Warranty; Non-infringement; Indemnification

GRANTEE represents and warrants that it is the sole and exclusive owner of, or possesses all necessary rights, licenses, and permissions to intellectual property that may be incorporated into the services/deliverables delivered to the State of Oklahoma. GRANTEE warrants that the services and deliverables do not infringe on the intellectual property rights of any third party. Contractor grants to the State of Oklahoma a perpetual, non-exclusive, worldwide, irrevocable license to use, modify, and distribute the intellectual property as incorporated into the services and deliverables. If the services or deliverables are likely to become the subject of an infringement claim, GRANTEE shall, at its expense: (a) procure for the State of Oklahoma the right to continue use; (b) replace or modify the services and deliverables to make them non-infringing, provided the modification does not substantially reduce the effectiveness of the services/deliverable; or if neither is commercially feasible, (c) terminate this agreement and refund any prepaid amounts. GRANTEE agrees to indemnify the State of Oklahoma from any claims arising from breaches of this warranty, including costs and attorney's fees.

Invoicing and Supporting Documentation

GRANTEE, as appropriate, shall use funds made available pursuant to this Agreement only for expenses incurred during the funding period for the purposes and activities approved and agreed to by TSET. No Agreement funds may be used for expenses incurred either before or after the Agreement funding period. Payment under the procedure outlined below will be made by TSET only in the form of reimbursement for costs incurred during the funding period and paid by GRANTEE.

A properly completed claim for reimbursement must be submitted monthly and within 30 days of the end of the month in which services were delivered—except for the final invoice, which must be received within 90 days of the end of the grant year—be in

accordance with the terms and conditions of this Agreement, and include the following items:

- Name and address of the Grantee
- Invoice date
- Period covered by invoice
- Any other data, reports, information, or documentation required by other conditions of this Agreement
- Detail of the services provided and be in accordance with the terms and conditions of this Agreement
- Signatures of preparer and approver of claim

The claim for reimbursement shall be submitted electronically via the TSET Funding Portal, or by another method as required by TSET Grants Management.

The State of Oklahoma has 45 days from presentation of a proper claim for reimbursement to issue payment to the Grantee.

TSET may request supporting documentation for any claim for reimbursement and may withhold or delay payment to any Grantee who fails to provide required programmatic documentation and/or requested financial documentation.

If, subsequent to reimbursement, GRANTEE is unable to support any part of their claim to TSET and TSET determines that such inability is attributed to misrepresentation of fact or fraud on the part of GRANTEE, GRANTEE shall be liable to TSET for an amount equal to such unsupported part of the claim in addition to all of TSET's costs, including attorney fees, attributable to the reviewing and discovery of said part of claim, all of which shall be paid by GRANTEE to TSET within thirty (30) days of written demand by TSET. Liability under this section shall be determined by TSET within five (5) years of GRANTEE'S commission of such misrepresentation of fact or fraud.

Non-Collusion

The Non-Collusion Affidavit must be signed and completed by GRANTEE.

Other Certifications

GRANTEE, by signing this Agreement, attests and assures compliance, to the extent applicable to GRANTEE, with the provisions of Titles VI and VII of the 1964 Civil Rights Act and Section 504 of the Rehabilitation Act of 1973, the Age discrimination Act of 1975, the Hatch Act, the Pro Children Act of 1994, Drug free Workplace Act of 1988, the American with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, 31 U.S.C. Section 1352, Public Law 105-78, the Vietnam Era Assistance Act of 1974, 38 U.S.C. Section 4212, and the Single Audit Act of 1984.

As applicable to GRANTEE, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. seq.) are incorporated into this Agreement and if applicable to GRANTEE must

be included in any subcontracts awarded involving this Agreement. GRANTEE represents: that all services are provided without discrimination on the basis of race, color, religion, national origin, disability, political beliefs, sex, or veteran's status; it does not maintain nor provide for their employees any segregated facilities, nor will GRANTEE permit its employees to perform their services at any location where segregated facilities are maintained.

Political Activity

No portion of the Agreement funds may be used for any political activity or to further the election or defeat of any candidate for public office. No portion of the Agreement funds may be used for lobbying activities.

Privacy Clause

All information obtained by GRANTEE during the performance of this Agreement shall be treated by GRANTEE as confidential to the extent that it is confidential under State or Federal law, and GRANTEE shall not use, share, or distribute any confidential information without the prior written approval of TSET except as necessary for the proper discharge of GRANTEE'S obligations and the securing of GRANTEE'S rights hereunder.

Procurement Integrity

GRANTEE certifies it has not entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by GRANTEE or its employees.

Prohibited Conflicts of Interest

GRANTEE and any entity or person directly or indirectly controlled by, under common control with, or controlling GRANTEE will not acquire any interest, direct or indirect, which would conflict in any manner or disagree with the performance of its services hereunder. GRANTEE further covenants that in the performance of the Agreement no person having any such known interest shall be employed. No official or employee of the State and no other public official of the State of Oklahoma or the federal government who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the project shall prior to the completion of the project, voluntarily acquire any personal interest direct or indirect, in this Agreement or proposed Agreement.

Public Disclosure

Upon signing of the Agreement by all parties, the terms of the Agreement shall become available to the public, pursuant to the Tobacco Settlement Endowment Trust Act.

Receipt of Funds

GRANTEE will receive funds by electronic funds transfer (EFT).

Risk Assessment Analysis

During the term of the Agreement, if TSET becomes aware of facts indicative to TSET of possible GRANTEE financial instability and/or misuse of TSET funds, GRANTEE shall upon request by TSET promptly complete and submit to TSET the TSET Agency Risk Assessment form. If TSET determines that funds have been misused, or if GRANTEE'S financial condition is such that it constitutes a violation of the terms or purposes of the Agreement, TSET may in its discretion terminate the Agreement.

Severability

If any provision of the Agreement (including items incorporated by reference) is declared or found to be illegal, unenforceable, or void, then both TSET and GRANTEE shall be relieved of all obligations arising under such provision; if the remainder of the Agreement is capable of performance, it shall not be affected by such declaration or finding and shall be fully performed.

Statement of Responsibility and Liability

The parties intend that each party shall be responsible for that party's own intentional and negligent acts or omissions to act. TSET shall be responsible for the negligent acts and omissions to act of its officers, and employees while acting within the scope of their employment according to the Oklahoma Governmental Tort Claims Act, Title 51, O.S. §§151, et seq.

GRANTEE shall be responsible for any damages or personal injury caused by the negligent acts or omissions to act by its officers, employees, or agents acting within the scope of their authority or employment. If GRANTEE is a political subdivision as defined in Title 51, O.S. §§151, et seq, GRANTEE'S liability is according to the terms of the Oklahoma Governmental Tort Claims Act, Title 51, O.S. §§151, et seq.

It is the express intention of the parties hereto that this Agreement shall not be construed as, or given the effect of, creating a joint venture, partnership or affiliation or association that would otherwise render the parties liable as partners, agents, employer-employee or otherwise create any joint and several liability.

Termination

Either party may terminate the Agreement upon thirty (30) days' written notice to the other party. Either party may terminate this Agreement immediately upon written notice in the event of a material breach of this agreement. Material Breach means a failure by a Party to perform any obligation under this Agreement that substantially impairs the purpose of

the Agreement, results in the misuse or improper expenditure of funds, materially affects performance or compliance with applicable law, or otherwise deprives the non-breaching Party of the benefit of its bargain. Except for breaches that are not subject to cure, GRANTEE shall have thirty (30) calendar days from receipt of such notice to cure the breach to TSET's satisfaction, or such longer period as may be approved in writing by TSET, provided GRANTEE is diligently pursuing corrective action. Failure to timely cure the breach may result in remedies including, but not limited to, suspension of payments, disallowance of costs, or termination of this Agreement. In the event of termination, payments will be made for all work performed up to date of termination and will include any non-cancelable obligations incurred by GRANTEE in connection with this Agreement.

Time and Effort

GRANTEE shall maintain time and effort reports on all personnel reimbursed under this Agreement. Subcontractors claiming reimbursement for time worked must also maintain time and effort reports. Time and effort reports must reflect after-the-fact distribution of the actual activity of each employee or subcontractor. For employees, time and effort reports must account for the total activity for which each employee is compensated and include all hours worked by the employee (s) with the hours delineated by each program area. Both the employee and their supervisor attesting to the performance of the services and the accuracy of the report must sign the reports.

Travel and Related Expenses

If travel costs and related expenses are a part of the Agreement, they shall not exceed those authorized by the State Travel Reimbursement Act, Title 74 O.S. §500.1, et seq. All out-of-state travel for which reimbursement is requested must be pre-approved in writing by TSET prior to travel. In addition, pursuant to Executive Order 2020-02, non-essential, state-funded travel to the State of California is prohibited, and no international travel is permitted.

Waiver of Breach

No failure by TSET to enforce any provisions hereof after any event of default by GRANTEE shall be deemed a waiver of TSET's rights with regard to that event, or any subsequent event. TSET's failure to enforce an Agreement provision shall not be construed to be a modification of the terms of the Agreement.

Workers' Compensation Insurance Coverage

Proof of Workers' Compensation Insurance is required by TSET for all entities that receive TSET funding and enter into a contract with TSET. The certificate of insurance showing compliance with the Oklahoma Administrative Workers' Compensation Act must be

provided to TSET prior to receipt of the funds and commencement of work. If GRANTEE claims that it is exempt from the Oklahoma Administrative Workers' Compensation Act, prior to receipt of funds and commencement of work, GRANTEE must submit to TSET a statement sworn under penalty of perjury, dated, and signed by GRANTEE, establishing the factual basis for an exemption under any of the exemptions provided for in the Workers' Compensation Act under Title 85A O.S. Section 2(18) (b) (1-11).

Attachment A

Year 1 - September 1, 2026 - August 31, 2027							
Project Milestones	Task Assigned to	Begin by	End by	Actual Start Date	Actual End Date	Task Status	Notes
City Council accepts Grant	Jason Olsen & City Council	9/1/2026	9/15/2026			Not Started	Will place the item on first available Council meeting in September
Submit Paperwork for Notice of Intent to Subcontract (NIS) to TSET	James Briggs/PM	9/15/2026	10/1/2026			Not Started	Paperwork will be submitted for subcontractors as needed for this phase-
Award Contract to Playground Vendor for Phase I	Jason Olsen & City Council	10/1/2026	10/15/2026			Not Started	includes playground equipment, lighting, concrete, fencing, landscaping, etc.
Award Bids for Concrete/Solar Lighting/Fencing	Jason Olsen & City Council	10/15/2026	11/1/2026			Not Started	
Purchase Playground Equipment for Phase I	James Briggs/PM	10/15/2026	11/1/2026			Not Started	
Playground Equipment Delivered	Wade Thompson	11/15/2026	12/30/2026			Not Started	
Design & Order Signage for Kids Space besides TSET Branded Signage	James Briggs/PM	9/1/2026	11/1/2026			Not Started	
Call for resident volunteers to help and construct the community build portion of project and allow them to pick up pickets and tiles from first build.	NPR - Communications Team	1/15/2027	2/15/2027			Not Started	Parks will work with the community through press releases and social media to recruit Norman Residents for the community build of Kids Space. Keeping in the same tradition of the original build in 1999.
Preconstruction Meeting	James Briggs/PM	10/15/2026	11/15/2026			Not Started	Preconstruction meeting will be set sometime in this time period.
Demo Old Kids Space Playground	Wade Thompson	11/1/2026	12/30/2026			Not Started	
Support Structures/Piers for Playground Installed	Wade Thompson	1/15/2027	2/30/2027			Not Started	Park Maintenance will place main supports for the playground before we start the community build portion.
Community Build Portion of Playground takes place.	Norman Public	3/1/2027	4/1/2027			Not Started	Possible build week for Spring Break.
Install all signage including Tabacco Free & TSET Acknowledgements	James Briggs/PM	4/1/2027	5/1/2027			Not Started	
ADA Poured Playground Surface	James Briggs/PM	4/1/2027	6/1/2027			Not Started	
Installed by Contractors.	NPR - Communications Team	4/1/2027	5/1/2027			Not Started	Will share the data with the Parks Director, Norman Parks Board and TSET.
Community Engagement - Analyze Survey Results from Community Build	Jason Olsen & City Council	6/1/2027	6/15/2027			Not Started	
Phase I Opens to Public							

Year 2 - September 1, 2027 - August 31, 2028							
Project Milestones	Task Assigned to	Begin by	End by	Actual Start Date	Actual End Date	Task Status	Notes
Send out RFP for Public Art Piece at Kids Space	Norman Art Council	3/1/2027	4/30/2027			Not Started	This is sent out early to give the Artist enough time to design a project and get on their schedule for installation.
Award Public Art Piece	Norman Art Council/City of Norman	6/1/2027	6/31/2027			Not Started	Awarding an artist a contract is to get placed into their schedule and payment would not happen until the Year 2 schedule. This is not covered by TSET funding.
City Council accepts TSET Grant	Jason Olsen & City Council	9/1/2027	9/15/2027			Not Started	Will place the item on first available Council meeting in September
Submit Paperwork for Notice of Intent to Subcontract (NIS) to TSET	James Briggs/PM	9/15/2027	10/1/2027			Not Started	Paperwork will be submitted for subcontractors as needed for this phase- includes playground equipment, lighting, concrete, fencing, landscaping, etc.
Award Contract to Playground Vendor for Phase II (Tot Playground)	Jason Olsen & City Council	10/1/2027	10/15/2027			Not Started	
Award Bids for Concrete/Solar Lighting/Fencing	Jason Olsen & City Council	10/15/2027	11/15/2027			Not Started	
Purchase Playground Equipment for Phase II (Tot Playground)	James Briggs/PM	10/15/2027	11/1/2027			Not Started	
Preconstruction Meeting	James Briggs/PM	11/1/2027	11/15/2027			Not Started	Preconstruction meeting will be set sometime in this time period.
Playground Equipment Delivered & Installed by Contractors	James Briggs/PM	11/15/2027	2/15/2028			Not Started	This is a much smaller portion of the playground. We will use playground installer contractors instead of the community build option.
Installation of Public Art	Artist	2/1/2028	3/15/2028			Not Started	
Dedication Promotions	NPR - Communications Team	4/1/2028	4/30/2028			Not Started	
ADA Poured Playground Surface/Concrete/Fencing/Lights Installed by Contractors.	James Briggs/PM	3/1/2028	5/15/2028			Not Started	
Kids Space & Public Art Dedications	City of Norman	4/15/2028	5/15/2028			Not Started	
Community Engagement - Conduct community feedback on newly installed playground equipment	NPR - Communications Team	5/15/2028	6/15/2028			Not Started	Will share the data with the Parks Director, Norman Parks Board and TSET.



Oklahoma Tobacco Settlement Endowment Trust

YEAR 1 SUMMARY BUDGET

Organization:		City of Norman Parks and Recreation		
Budget Period:		09/01/2026-08/31/2027		
Direct Project Costs		TSET Support	Other Project Funding	Total Project Budget
1	Salaries	\$0.00	\$0.00	\$0.00
2	Fringe Benefits	\$0.00	\$0.00	\$0.00
3	Travel/Per Diem – In-State	\$0.00	\$0.00	\$0.00
4	Purchased Services	\$54,142.35	\$104,731.35	\$158,873.70
5	Facilities	\$0.00	\$0.00	\$0.00
6	Equipment	\$244,857.65	\$0.00	\$244,857.65
7	Supplies	\$0.00	\$0.00	\$0.00
8	Other	\$0.00	\$40,373.14	\$40,373.14
9	Strategic Communications	\$0.00	\$0.00	\$0.00
TOTAL DIRECT PROJECT COSTS		\$299,000.00	\$145,104.49	\$444,104.49
Indirect Costs (limited to 15% of total direct project costs)		\$0.00	\$0.00	\$0.00
TOTAL PROJECT COSTS		\$299,000.00	\$145,104.49	\$444,104.49
List other funding sources for this project:		City of Norman Capital Improvement Plan Fund 52 – Park Land and Development Fund		
TSET USE ONLY				
TSET Signature: <i>David N Martin</i>		Date Approved: 07/17/2026		

BUDGET JUSTIFICATION

1. Salaries *Total salary cannot exceed annual salary multiplied by percent time.

Name and Title	Annual Salary	% Time	# Months	TSET Support	Other Project Funding	Total*
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
Total				\$0.00	\$0.00	\$0.00

Personnel Justification:

N/A

2. Fringe Benefits

Position	Computation	TSET Support	Other Project Funding	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total		\$0.00	\$0.00	\$0.00

Fringe Benefits Justification:

N/A

3. Travel/Per Diem – In-State

In-State	Computations	TSET Support	Other Project Funding	Total
<u>Mileage</u>				\$0.00
<u>Lodging & Per Diem</u>				\$0.00
Other travel				\$0.00
	Total	\$0.00	\$0.00	\$0.00

In-State Travel Justification:**4. Purchased Services**

Subcontractor	Computations	TSET Support	Other Project Funding	Total
Leathers and Associates- Playgrounds By Leathers	Purchased services include construction consultation and	\$22,698.70		\$22,698.70
Poured in Place Playground surfacing by subcontractor	Estimated Surfacing includes labor and materials: \$14.50 sf X	\$31,443.65	\$80,931.35	\$112,375.00
Fencing by subcontractor	4' Tall Black Vinyl Chainlink		\$23,800.00	\$23,800.00
				\$0.00
				\$0.00
	Total	\$54,142.35	\$104,731.35	\$158,873.70

Purchased Services Justification:

Leathers & Associates (Playgrounds by Leathers) is the playground consultant that will travel to Norman to provide construction consultation for the playground construction. Hotel lodging is budgeted at \$165 per night at 5 nights (\$825 Total). Estimated travel expenses are estimated at \$1,960. There will be a construction scheduling fee of \$665. As well as an organization phase fee of \$1330 and a construction consultation of \$13,193.60. There is also an added Project contingency of \$4,725.10. The project contingency will cover any unforeseen project management consultation fees.

5. Facilities

Office/Meeting Space	Computations	TSET Support	Other Project Funding	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
	Total	\$0.00	\$0.00	\$0.00

Facilities Justification:

N/A

6. Equipment

Equipment	Computations	TSET Support	Other Project Funding	Total
Playground Materials purchased from Leathers & Associates	Estimated Playground Materials includes shipping and materials;	\$237,770.00		\$237,770.00
Materials Contingency	Contingency for unforeseen	\$7,087.65		\$7,087.65
				\$0.00
				\$0.00
				\$0.00
	Total	\$244,857.65	\$0.00	\$244,857.65

Equipment Justification:

Play equipment will be purchased from Leathers & Associates (Playgrounds by Leathers) for building the Year 1 playground. The Playground will be constructed by the City of Norman Parks and Recreation staff and a community build. The materials contingency will be used for any unforeseen material costs that arise as the project begins.

7. Supplies

Supplies	Computations	TSET Support	Other Project Funding	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
	Total	\$0.00	\$0.00	\$0.00

Supplies Justification:

N/A

8. Other

Item	Computations	TSET Support	Other Project Funding	Total
				\$0.00
				\$0.00
City of Norman Construction Contingency	10% of Project Cost for Year 1		\$40,373.14	\$40,373.14
				\$0.00
				\$0.00
	Total	\$0.00	\$40,373.14	\$40,373.14

Other Justification:

10% of Project Cost for Year 1- this cost will be used for any unforeseen construction costs that arise as construction begins.

9. Strategic Communications

Item	Computations	TSET Support	Other Project Funding	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
	Total	\$0.00	\$0.00	\$0.00

Strategic Communications Justification:

N/A Signage and wayfinding outside of provided TSET signage will be managed and paid for by the City of Norman.

Total Direct Project Costs

	TSET Support	Other Project Funding	Total
Total	\$299,000.00	\$145,104.49	\$444,104.49

Indirect Costs

	TSET Support	Other Project Funding	Total
Total			\$0.00

Item 1.

Total Project Costs	TSET Support	Other Project Funding	Total
Total	\$299,000.00	\$145,104.49	\$444,104.49

Item 2.

To be completed if matching funds are used

1. Salaries ^aTotal salary cannot exceed annual salary established for percent time.

B. Salaries *Total salary cannot exceed annual salary multiplied by percent time.		
Name and Title	Annual Salary	Other Project Funding Source(s) (if e.g., Federal, In-State, etc.)
Total:		\$0.00

Match Narrative *Use this space for further description of matching funds sources and allocation for specific budget category changes

N/A

I. Prizes Benefits		
Position	Other Project Funding Source(s)	Total
		Total
		\$0.00
Match Narrative: *Use this space for further description of matching funds source and allocation for specific budget category charges.		
N/A		

7. Travel/Per Diem - In-State		Other Project Funding Source(s)		Total
In-State				
Match Narrative: Use this space for further description of matching funds source and allocation for specific budget category charges				
N/A				

A. Personnel Services		
Sub-project	Other Project Funding Source(s)	Total
Painted In Place Playground surfacing by Leathers & Associates 4" x 8" Black Vinyl Chloride, Fences 350' x 20' with (2) 4" gates. Posts will be in concrete footing with a concrete exterior	Capital Improvement Plan Fund 51 - Port Land and Development Fund Capital Improvement Plan Fund 52 - Port Land and Development Fund	\$80,931.35 \$23,800.00
Grand Totals:		\$104,731.35

Notes: **Memorandum:** Please the table for further description of existing funds source and allocations for specific budget categories charges

Painted In Place Playground surfacing by Leathers & Associates - Partial funding (\$2,443.15) for the Painted In Place surfacing will be paid for using TSET Grant funding, the remaining cost (\$20,357.35) will be paid for by the Capital Improvement Plan Fund 52 - Port Land and Development Fund

6. Activities		
Officer/Meeting Space	Other Project Funding Source(s)	Total
Match Narrative: *Use this space for further description of matching funds sources and allocation for specific budget category changes N/A		

6. Endowment		
Endowment	Other Project Funding Source(s)	Total
Match Narrative: Use this space for further description of matching funds sources and allocation for specific budget category charges N/A		

F. Supplies		
Supplies	Other Project Funding Source(s)	Total
Total		\$0.00

Match Narrative *Use the space for further description of matching funds sources and allocation for specific budget category charges

B. Other			
Other	Other Project Funding Sources		Total
City of Norman Construction Contingency	10% of Project Cost for Year 1 will be paid for by the Capital Improvement Plan Fund 52 - Park Land and Development Fund		\$40,373.14
Total			\$40,373.14
Match Narrative *Use this space for further description of matching funds sources and allocation for specific budget category charges			

9. Strategic Commitments		
Item	Other Project Funding Source(s)	Total
Match Narrative Use this space for further description of matching funds sources and allocation for specific budget category charges		
N/A		

Total Direct Matching Funds		\$245,104.49
Indirect Costs	Other Project Funding Sources	Total
Match Narrative: Please use this space for further description of matching funds sources and allocation for specific budget category changes		
N/A		
Total Matching Funds		\$245,104.49



Request for Applications (RFA)

BUILT ENVIRONMENT GRANT

for projects related to:

**PLANNING AND DESIGN
&
CONSTRUCTION IMPLEMENTATION
FOR PHYSICAL ACTIVITY**

Funding Opportunity Number 092-BEPA26

DEADLINE FOR SUBMISSION OF APPLICATIONS

November 18, 2025, by 4:00 PM Central Time

About this Document

This document is intended for informational purposes and reflects current planning; it does not obligate TSET to make any specific number of awards. Awards are contingent upon the availability of funds, satisfactory performance by the grantee and approval by the TSET Board of Directors. If there is any inconsistency between the information contained in this guide and the terms of any resulting cooperative agreement, the terms of the cooperative agreement are controlling.

This guide may be amended by TSET. Amendments can be found on TSET's website under the [TSET Built Environment Grants](#) section. It is the responsibility of the applicant to review any such amendments and make necessary changes in the application to meet the amended requirements.

Ceremonial Use of Tobacco in Native American Culture

TSET acknowledges the spiritual and ceremonial value that tobacco has in Native American culture. The phrase "tobacco" mentioned in this document refers to commercially produced tobacco products and non-ceremonial use of tobacco.

Required Software

This guide may be viewed and associated forms may be completed at no cost to the applicant by using [Adobe Reader](#). The full version of Adobe Acrobat Professional is not required to complete any of the application forms. Applications must be submitted via the TSET Funding Portal beginning September 23, 2025. To register and login, please visit <https://oktset.my.site.com>. Applicants can find instructions on registering and applying through the TSET Funding Portal on the [TSET website](#).

RFA Attachments and Appendices

Appendices and attachment forms provided in this RFA are listed below and can be accessed by clicking on the name of the document or by clicking the paperclip icon on the side navigation pane in Adobe. If you cannot see a paperclip icon in Adobe, please ensure that you have fully downloaded this document and have opened it from your desktop rather than from within your internet browser. The forms can also be accessed by clicking on the Application RFA Guidelines and Forms folder in the TSET Funding Portal application portal from the Resources tab.

Current and Previous TSET Grantees

Current TSET grantees are not automatically precluded from applying for funding under this opportunity. However, programs submitted under this funding opportunity must not be wholly or partially duplicated under another TSET-funded grant or contract. Previous TSET grantees or contractors who are in good standing are also eligible to apply for funding under this opportunity. If you have questions about your eligibility to apply as a current or former TSET grantee, please contact grantsmanagement@tset.ok.gov.

Key Dates

Request for Applications (RFA) Released: September 23, 2025

Last Day to Submit Questions: October 24, 2025

Applications Due: November 18, 2025, by 4:00 pm CST

Anticipated Board of Directors Funding Decision: May 28, 2026

Grant Start Date: September 1, 2026

Built Environment: Physical Activity 092-BEPA26 Amendment History

May 28, 2026:

Updated section: Key Dates from *Applicants Notified of Award Decisions: March 26, 2026* to *Anticipated Board of Directors Funding Decisions: May 28, 2026*.

Updated sections: Key Dates and Cooperative Agreement Periods of the RFA to update the grant start dates to reflect the following changes.

- Year 1 amended to change start date from July 1, 2026, to September 1, 2026.
- Year 2 amended to change start date from July 1, 2027, to September 1, 2027.

Key Terms

Active Living: Incorporating physical activity into our daily lives and routines.

Authorized Official: The person who receives the contract document for the grant and whom the organization has designated as being authorized to sign contracts on behalf of the organization. This person will receive all important grant-related information disseminated by TSET.

Built Environment Project: Human-made spaces in which people live, work and play. Built environment projects include buildings, parks and open spaces, streets, trails, transportation systems, playgrounds, etc.

Cooperative Agreement: An arrangement between two or more parties, in which mutual terms, responsibilities and criteria are defined for working toward agreed upon objectives and or goals.

Construction Implementation Project: A shovel-ready project that makes changes to the built environment to increase the number of people engaged in moving more at a site within Oklahoma.

Construction Site Manager: Person directly responsible for the day-to-day operations on-site to ensure site workers complete their daily tasks to achieve the scope of work agreed upon on time and within budget. They are present at the construction site every day and are hands-on in supervising the job site work.

Designing/Planning Manager: Person directly responsible for the day-to-day progress and completion of designs or plans being developed based on the agreed upon scope of work and budget.

Eligible Applicant Property: Refers to any land or facility owned by the applicant organization, excluding the legal or statutory easement where the proposed built environment construction project will be located. This property must be available for public use during reasonable usage hours, ensuring accessibility to the community.

Facilities Use Agreement: A policy or written agreement where users are often required to fill out and sign an agreement, pay a nominal fee and provide proof of insurance. These agreements are used by groups that want to access recreational facilities to host programs, sports leagues or classes.

Financial Officer: The person who prepares and submits requests for reimbursement and tracks project spending. This is the person whom TSET will contact with any questions regarding a request for reimbursement. This person will receive all financial-related information disseminated by TSET.

Fundraising: Soliciting and gathering financial contributions or resources from individuals, organizations or businesses to support a specific cause, project or initiative.

Grantee: The organizational entity to which a grant (or cooperative agreement) is awarded, and which is responsible and accountable both for the use of the funds provided and for the performance of the grant-supported project or activities.

Implementation: The process of carrying out a plan, strategy or project that results in tangible outcomes.

Indirect costs: Indirect costs include expenses that are not easily discernable from direct expenses incurred by operating the organization, e.g., utilities, custodial services, security, rent, accounting services, administrative assistance, etc.

Open-Use Agreement: This agreement formalizes community access to recreational facilities for informal play and physical activity, allowing a property owner to act alone instead of in partnership with another entity.

Parks and Open Spaces: Publicly owned areas of land that are primarily used for recreational or leisure purposes, that are accessible to the public.

Physical Office: A physical office is a commercial or leased premises, separate from any residential or home-based setting, where an organization establishes a tangible presence and carries out its core business operations. Its physical location within the State of Oklahoma is perceived by the public as where the business operates.

Planning and Design Project: Projects such as a feasibility study, streetscape design, comprehensive plan, master plan, plans for trails, bicycle and pedestrian safety or guidelines that promote active living in an effort to create targeted, place-based changes to the built environment that promote healthy behaviors. Projects under this funding tract may not include construction or implementation.

Pre-award Costs: Costs that are incurred prior to the cooperative agreement period.

Project: A series of short-term, time-limited tasks leading to a unique outcome, product or result with an agreed upon start-up and completion date. A project plan of major milestones or tasks to be completed is required.

Project Launch Ready: A design, planning or study project that is at an advanced stage for work to begin within 75 days. Labor can be hired or contracted either immediately or within 75 days of the grant start date to begin designing, planning or conducting a study.

Project Manager (of the Grant): Person directly responsible for ensuring the grant meets its requirements and agreed upon results, inclusive of planning, organizing and directing the completion of the project for the organization serving as the grantee while ensuring the project is executed on time, on budget and within scope of work agreed upon. Serves as the primary contact for TSET and contractors and will be responsible for submitting all project documents, reports, etc. throughout the contract year.

Project Site: A project site refers to a specific geographic location where a construction project is undertaken. It is defined as a single, distinct area or parcel of land where all project activities are carried out. This means that the entire construction project occurs at one physical location, rather than spanning multiple locations or sites.

Public Property: Land or facilities owned by governmental entities or organizations that provide public access, including parks, pavilions, community centers and public buildings. Project site property must be accessible to the community during reasonable usage hours.

Safe Routes to School: Methods and tools used by governments, local leaders, advocacy groups, schools and families of students to improve the safety, health and connectedness of their community by making schools safe and easy to access via walking, biking and public transit.

TSET Funding Portal: A comprehensive grant management platform used by TSET that

is designed to streamline the entire grant lifecycle, from application submission to reporting and evaluation.

Shared-Use: Also called joint use or community use, occurs when organizations agree to open or broaden access to their facilities for community use.

Shared Use Agreement: A written contract between two or more partners that sets forth the terms and conditions for the shared use property, allowing partners to allocate responsibility for costs, security, maintenance, repairs, insurance and potential liability.

Shovel-Ready: Refers to a project where all planning, design and permitting processes have been completed, and it is prepared for immediate or near-immediate construction. This means the project is fully designed, all necessary approvals and permits have been obtained and the site is ready for construction to begin either immediately or within 75 days of the grant start date.

Small to Medium Size Projects – A **small project** is “shovel ready” and can be started and completed within 6 – 8 weeks (*1 to up to 320 hours*). A **medium project** is “shovel ready” and can be started and completed within 18-20 months (*321 hours to up to 3,200 hours*).

Sustainability: The ability of a project to thrive independently without TSET funding and characterized by continued community support, financial growth, sound infrastructure, and effective strategies for the management of the project.

Contents

Purpose	1
Applicant Eligibility	2
Project Service Area	4
Data-driven Needs and Community Buy-In.....	5
Project Plan and Key Milestones.....	5
Project Evaluation	6
Project Staffing and Management	6
Public Awareness & Brand Support	6
Certification of Non-Acceptance of Tobacco Funds.....	7
Policy Requirements	7
Cooperative Agreement Periods	8
Funding Guidelines	8
Planning and Design of Small to Medium Size Projects	8
Construction Implementation of Small to Medium Size Projects	12
Grant Performance	18
Funding Information	18
Funding Limitations.....	19
Project Budget Planning	20
Application Disqualification Criteria	21
Application Sections, Instructions and Required Documentation	21
Application Submission.....	27
Application Review Process	28
Awards	33
Post-Award Processes	33
Payments	33
Reporting.....	34
Required Activities to Support TSET State Goals.....	34
Project Evaluation	34
Publicity	34
Release of Information.....	35
Questions	35
Appendices and Attachments.....	37

Funding Information & Application Guidelines

Purpose

As authorized by Okla. Const. Art. 10, Section 40, and Title 62 O.S. § 2309, to identify and respond to emerging opportunities to transform and improve the health of Oklahomans through the built environment, TSET will accept applications in two areas of emphasis—planning and design or construction implementation. All applications must support the TSET mission¹ of improving health and reducing the risk factors for the leading causes of preventable death due to cancer and cardiovascular disease, be aligned with the [TSET strategic plan](#) and adhere to the guidelines stated in this document.

Applications must identify immediate, impactful opportunities to positively transform and improve the health of Oklahomans through built environment projects. Applications must be project-driven, time-limited, have a specific targeted area or population in mind, be supported by multiple partners and agree to participate in an external evaluation of the project.

TSET seeks projects that are in line with the following guidelines:

- Develop or enhance infrastructure that encourages physical activity, such as parks, trails and recreational facilities.
- Ensure that new or upgraded public spaces are safe and accessible for all community members, including children, older adults and people with disabilities.
- Involve community members in the planning and development process to ensure that public spaces meet local needs and preferences.
- Design projects that have a lasting impact on the physical health of Oklahomans.

This funding opportunity is intended to support the development of plans or the construction of projects that improve access to physical activity within communities. Eligible proposals should align with the strategy funding tracks outlined below and focus on planning or creating or enhancing infrastructure or environments that encourage and enable active lifestyles.

The table below outlines the available funding categories, along with the corresponding strategy funding tracks. Applicants may only select **one strategy funding track** within **either** the *Planning and Design* or *Construction Implementation* funding category per grant application.

Applications that span **multiple funding categories or strategy funding tracks** will not be considered. Applications that do not align with any of the strategy funding tracks listed below will not be considered.

¹ TSET's mission is to improve the health and well-being of Oklahomans through programs that reduce tobacco use and obesity – the leading causes of preventable chronic disease – and by funding research that improves treatment and saves lives.

Funding Categories	Strategy Funding Tracks
Planning and Design of Small to Medium Size Projects	Funding Track 1: Parks & open spaces
	Funding Track 2: Safe routes to schools, grocery stores & parks
	Funding Track 3: PreK-12 school-based built environment projects that promote physical activity
Construction Implementation of Small to Medium Size Projects	Funding Track 1: Parks & open spaces
	Funding Track 2: Safe routes to schools, grocery stores & parks
	Funding Track 3: PreK-12 school-based built environment projects that promote physical activity

Applicant Eligibility

Awards will not be made to organizations that receive funds or benefit from tobacco sales. Applicant organizations must have a brick-and-mortar office located in Oklahoma at the time of application submission, and the project must be carried out within indoor or outdoor eligible applicant property that is open and accessible to the public during reasonable usage hours within the state of Oklahoma. **The project area or property where the project will be located must be owned by the applicant at the time of submitting the grant application.** All applicant organizations must be incorporated and able to make their own laws and/or policies.

All eligible applicant organizations must be in good standing with the Oklahoma Secretary of State and must be able to attest that the organization does not and will not accept funding from the tobacco industry for the term of the cooperative agreement with TSET by signing and submitting Attachment D: Certification of Non-Acceptance of Tobacco Funds.

Any tribal nation that is awarded a funding agreement must submit a signed waiver of sovereign immunity to TSET prior to execution of a cooperative agreement. Any awarded tribal nation that has not returned a signed waiver of sovereign immunity to TSET by 4:00 pm CST on June 30, 2026, will be ineligible to enter into a funding agreement with TSET.

Eligible applicant organization/entity types are dependent upon the strategy funding track that is selected and are defined within the scope of work sections of the RFA. Please refer to the following table for a breakdown of applicant eligibility by funding track.

Planning and Design of Small to Medium Size Projects	
Funding Track	Eligible Entities
Funding Track 1: Parks and Open Spaces	• Institution of common and higher education • Oklahoma local government (city, town or county) • Non-profit 501(c)3 organization • Tribal nation • PK-12 public school district or individual PK-12 public school site • State government
Funding Track 2: Safe routes to schools, grocery stores & parks	• Institution of common and higher education • Oklahoma local government (city, town or county) • Non-profit 501(c)3 organization • Tribal nation • PK-12 public school district or individual PK-12 public school site • State government agency
Funding Track 3: PreK-12 school-based built environment projects that promote physical activity	• PK-12 public school district or individual PK-12 public school site • Non-profit 501(c)3 organization that operates as a school site for specific populations • Tribal nations that operate a school site

Construction Implementation of Small to Medium Size Projects	
Funding Track	Eligible Entities
Funding Track 1: Parks and Open Spaces	• Institution of common and higher education • Oklahoma local government (city, town or county) • Non-profit 501(c)3 organization • Tribal nation • PK-12 public school district or individual PK-12 public school site • State government agency
Funding Track 2: Safe routes to schools, grocery stores & parks	• Institution of common and higher education • Oklahoma local government (city, town or county) • Non-profit 501(c)3 organization • Tribal nation • PK-12 public school district or individual PK-12 public

	- school site - State government agency
Funding Track 3: PreK-12 school-based built environment projects that promote physical activity	- PK-12 public school district or individual PK-12 public school site - Non-profit 501(c)3 organization that operates as a school site for specific populations - Tribal nations that operate a school site

Planning and design projects must be ready to begin work either immediately or within 75 days of the grant start date. Construction implementation of small to medium size projects must be shovel-ready and begin either immediately or within 75 days of the grant start date.

Eligible construction projects are those where all design and engineering plans have been finalized, and it has been confirmed that the design complies with all applicable codes and regulations.

The proposed project must be located at a **single** project site. Each planning and design or construction implementation application may include one or more projects when all projects are located on a single project site, or when two sites are connected, adjacent or contiguous to one another. Applications with projects that span across separate, detached sites, such as developing designs or infrastructure improvements for two unconnected, distinct community parks, will not be considered for review.

Project Service Area

All projects must take place and serve only populations within Oklahoma.

Public Accessibility of the Project

All applications must be for projects that are available to **all** Oklahomans, regardless of income. If an applicant organization charges a fee for access to its services or use of a project site, the applicant must demonstrate that the proposed project would be available to all Oklahomans free of charge, according to a sliding fee scale, scholarships or other proposed options. For example, if a school site submits an application to fund improvements to its activity areas, the applicant entity must demonstrate in its application how all Oklahomans, regardless of income, will have an opportunity to access the TSET-funded improvements.

Additionally, all proposed projects must be open and accessible to the public during reasonable usage hours. Projects that are exclusively available to only the applicant organization's staff and/or clients are not eligible for funding. If interested, examples of shared, open or facilities use agreements are available within Appendix G: Shared Use Policies and Agreements Examples.

The project area or property where the project will be located must be owned by the applicant at the time of submitting the grant application. Projects involving the potential declaration of eminent domain will not be considered. Applicants should have existing control of the project's right-of-way.

Data-driven Needs and Community Buy-In

All applications must demonstrate the need for the project by providing sufficient locally focused data that was collected within the last three years to support the project. Long-term planning data (4-10 years or more) may only be used if the information is still being actively used in local planning efforts. Such data may include:

1. A needs assessment conducted by the applicant organization or a contractor;
2. Community Health Needs Assessment(s);
3. Community Health Improvement Plan(s);
4. Surveys completed by the applicant, city/town or a local organization;
5. Documentation from a previously completed plan, feasibility study or built environment design document;
6. Completed assessment tools from Appendix F: Built Environment Assessment Guidance Document.

All data must be cited within the application and must be publicly accessible or, if not publicly accessible, provided in an appendix with the application.

In addition to data to support the need for the proposed project, the applicant must demonstrate that there is buy-in from the community for the project. Public support and buy-in are important aspects of any built environment project that will affect a population. Demonstrations of public support and buy-in are required and may include:

- Evidence of community involvement in identifying the need for the project and its design (examples of this may include a community survey results report, a community listening session(s) report, letters of support from community organizations, residents, clients or partners, etc.).

Proposed projects incorporating the results of a local needs assessment involving public input within the last three years are preferred.

Project Plan and Key Milestones

Applicants must include a detailed project plan that captures key project milestones intended to be met during the lifetime of the project. The project plan must be completed for each year of funding requested using the project plan template provided by TSET (see Attachment: E Project Plan Instructions and Template for instructions). A detailed project plan should include an agreed upon start-up and completion date and all major milestones or tasks to be completed within the TSET funded project period. Milestones provided should be clear and show a realistic timeline for project completion.

Project Evaluation

Depending on the scope and purpose of the proposed project, TSET may assign an external evaluator to support implementation and/or develop a follow-up evaluation focused on public use of the project. The evaluator may also assist in enhancing or refining the project's evaluation approach to ensure it aligns with best practices and funder expectations. Applicants are required to collaborate with the assigned evaluator and support all activities outlined in the external evaluation plan, including data collection, site visits and reporting.

After the grant period ends, there may be opportunities for post-project evaluation to assess longer-term outcomes such as sustained use of the site, changes in physical activity levels or community satisfaction. These efforts may involve observational tools, surveys or collaboration with external evaluators. While not required, applicants are strongly encouraged to consider how post-project evaluation could be conducted for their proposed project and to design project elements that support future measurement.

Project Staffing and Management

A project staffing plan is a required component for each application and should demonstrate how the applicant organization will ensure the project is effectively overseen, directly managed and completed. The staffing plan should also clearly outline the individual(s) responsible for fulfilling all grant deliverables, handling invoices and providing monthly project reports to TSET (see Attachment G: TSET Grant and Contractor Staffing Table Template).

Applications for planning and design projects should identify an experienced designing/planning project manager and applications for construction implementation projects should identify an experienced project manager or construction project manager. Funding may be requested for a project manager to oversee the planning project. However, the primary intent is to support projects that transform and improve public health through infrastructure enhancements and other built environment improvements. Accordingly, personnel costs should remain proportionate and should not supersede the costs associated with design, planning, or other infrastructure related services.

If a third-party project manager is identified, a designated representative from the applicant agency must remain actively engaged and serve as the primary point of contact with TSET.

Public Awareness & Brand Support

Successful applicants shall support project awareness of TSET's funding through project communications, recognition of funding, signage, and in partner and donor communications. This is a key requirement in ensuring the visibility of TSET's mission in Oklahoma. **A plan to publicly promote the project and intended schedule of events is required if funding is approved.**

Certification of Non-Acceptance of Tobacco Funds

All applicants will be required to certify that the organization will neither have a direct or indirect affiliation or contractual relationship with a company or foundation engaged in or funded by the manufacturer of tobacco, tobacco products and/or electronic nicotine delivery systems (ENDS), nor will it accept any type of funding from such a company or foundation. This form can be found in Attachment D: Certification of Non-Acceptance of Tobacco Funds and must be signed and submitted upon registering for an account and accessing applications in TSET Funding Portal.

Policy Requirements

To ensure that these competitive public funds are utilized by organizations that share TSET's dedication to improving and protecting the health of Oklahomans and engage in promoting a healthy workplace, organizations must submit **signed and dated** copies of their workplace wellness and tobacco-free policies. There are no specific requirements that must be met for the workplace wellness policy other than the policy being signed and dated. Sample policies are included in Appendix D: Sample Workplace Wellness Policy and Instructions.

The applicant organization's tobacco-free policy must meet the minimum requirements indicated in the tobacco-free policy template included in Appendix B: Tobacco-Free Policy Template. Applicants are encouraged to review the sample comprehensive tobacco-free policies included in Appendix C: Sample Tobacco-Free Policies and Checklists and are advised to make it part of their operating plan to move toward adoption of a comprehensive policy over time. Although applicants must only meet the requirements in Appendix B: Tobacco-Free Policy Template, TSET has provided guidance for organizations that wish to implement stronger policies.

If an organization plans to submit a tobacco-free policy that includes more elements than are indicated in Appendix B: Tobacco-Free Policy Template, the applicant organization should carefully review their policy to ensure that the minimum requirements listed in Appendix B: Tobacco-Free Policy Template are included in the organization's more robust policy. Policies that do not include the mandatory statements in Appendix B: Tobacco-Free Policy Template will not meet the requirements of this funding opportunity and will not receive a full application review.

Both policies must be included as required attachments, complete with signatures and adoption dates. **If your organization does not typically sign policies after formal approval, please provide signed documentation from agency leadership confirming that the policies are in effect, including the effective dates for each policy, along with the policies themselves.**

Cooperative Agreement Periods

Applicants may propose a planning and design project with a duration not to exceed one year, or a shovel-ready construction implementation of a small to medium size project, which will not exceed two years. Each year of a project shall be governed by a cooperative agreement, and construction implementation projects will be eligible for a one-year renewal. All renewals are subject to grantee performance, funds available for TSET to award and approval by the TSET Board of Directors. Periodic performance metrics will be used for each project type.

Cooperative agreements will be issued for the following time periods, as applicable to each awarded project:

One-year planning and design projects:

- September 1, 2026 – August 31, 2027

Two-year construction implementation awards will be governed under the following cooperative agreement periods:

- Year 1: September 1, 2026 – August 31, 2027
- Year 2: September 1, 2027 – August 31, 2028

Funding Guidelines

Applications are accepted for small to medium size projects related to the following areas identified as priorities by the TSET Board of Directors:

Planning and Design of Small to Medium Size Projects

This track aims to fund planning and design that improve the built environment to encourage healthy behaviors within a specific geographic area. Proposed projects under this category should not include any type of construction. Funding is available for feasibility studies or plans related to parks, open space, streetscape designs, trails, pedestrian safety, complete streets, wayfinding, safe routes and physical activity in school settings. **Projects must be launch-ready meaning that labor** can be hired or contracted either immediately or within 75 days of the grant start date.

- **Maximum Award:** \$150,000 for up to 12 months
 - Parks and open spaces planning projects,
 - Safe routes to schools, grocery stores and parks planning projects,
 - PreK-12 school-based built environment planning projects that promote physical activity.
- **Total amount allotted for this funding opportunity:** \$1,200,000
- **Matching requirement:** None, although projects with confirmed matching funds may receive preference.

Project Scope of Work

The tables below outline three distinct planning and design funding tracks, each supporting eligible planning and design projects. Please note that a separate grant application is required for each funding track. Applications that combine multiple funding tracks will not be reviewed or considered.

Planning & Design Funding Track 1: Physical Activity – Parks and Open Spaces	
Strategy	Plans and designs for parks and open spaces for exercise and active living.
Strategy Purpose	To create parks and open space plans and designs to increase physical activity and recreation by the public.
Strategy Scope of Work	Development of plans and designs of parks and open spaces for physical activity and recreation to include: • Parks, open spaces and greenways plans and designs. • Master plan development by cities or towns, inclusive of parks, open spaces and greenways. • Design of a portion(s) of an existing Parks and Open Spaces Plan, Master Plan or similar plans related to launch-ready infrastructure improvements. Examples of design components may include one or more of the following: ○ Sidewalks ○ Walking and biking trails and lanes ○ Greenways ○ Playgrounds ○ Weight training/workout stations ○ Water fountains ○ Public restroom ○ Benches and tables, landscaping to include shading. ○ Physical activity spaces (e.g., basketball courts, tennis courts, pickle ball courts, frisbee golf course, soccer fields, softball fields, volleyball courts, corn hole and horseshoe areas, etc.). • Other approaches that directly align with this strategy.
	• A planning and design project that is launch-ready either immediately or within 75 days of the grant start date. • Completion of the project(s) per the project plan, project scope, timeline, applicable codes and standards and within the budget. • A promotional plan that captures the public's knowledge and awareness of the project(s) being developed and implemented and the results shared with TSET. • Monthly grant reporting requirements are fulfilled by the grantee.

Strategy Outcomes	Increases in the number of: • Jurisdictions that have adopted or amended a plan focused on parks and open spaces. • Plans that include commitments to create or enhance physical activity spaces (e.g. playgrounds, weight train/workout stations, courts, fields, game spaces, etc.). • Plans that include performance measures and evaluation activities that could be undertaken on a routine basis to monitor plan outcomes, such as conducting community surveys, tracking parks usage, updating maps with active and completed projects and/or reporting out to decisionmakers and the community. • Plans that include commitments to create or enhance physical activity and active living infrastructure, such as water fountains, public restrooms, benches, tables, shade canopies, etc.
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Planning and Designs Funding Track 2 Physical Activity – Safe Routes to Schools, Grocery Stores and Parks	
Strategy	Plans and designs for pedestrian friendly and safe routes to schools, grocery stores and parks.
Strategy Purpose	To create plans and designs for safe and pedestrian friendly routes to schools, parks and open spaces.
Strategy Scope of Work	Development of plans and designs to increase pedestrian friendly and safe routes to promote physical exercise, including a new design or revision of an existing safe routes plan, master plan or similar plans related to infrastructure improvements: • Walkability and bikeability assessments, • Infrastructure assessments (engineering survey/design/plan, Americans with Disabilities Act compliance survey), • Safe routes designs and plans (sidewalk infrastructure improvements, flashing lights and cross walks, speed bumps, roundabouts, street buffers, etc.), • Parking Designs, • Safety plans for patrons drop off and pick up zones, • Other approaches that directly align with this strategy.
Strategy Outcomes	• A planning and design project that is launch-ready either immediately or within 75 days of the grant start date. • Completion of the project(s) per the project plan, project scope, timeline, applicable codes and standards and within the budget and contract period.

	• A promotional plan that captures the public's knowledge and awareness of the project(s) being developed and implemented and the results shared with TSET. • Monthly grant reporting requirements are fulfilled by the grantee. Increases in the number of: • Jurisdictions that have adopted or amended a Complete Streets Plan, Safe Routes Plan, Master Plan or policy to improve routes to schools, grocery stores or parks to create safe, convenient access for people walking, biking and using public transportation. • Infrastructure assessments related to safe routes (e.g., walkability, bikeability, pedestrian-friendly improvements to streets – flashing lights and cross walks, speed bumps, roundabouts, street buffers, etc).
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Planning and Designs Track 3 Healthy Students in Schools (Pk-12th grade) – Physical Activity	
Strategy	Plans and designs for future construction to increase access to spaces for physical activity and exercise within school settings (PK-12 th grade).
Strategy Purpose	Create plans and designs for changes in the physical environment of schools that provide greater opportunities for students and employees to engage in daily physical exercise and recreation.
Strategy Scope of Work	Plans and designs for physical activity and exercise spaces in school settings to include: • Playground structures, • Adaptive recreation and exercise equipment, • Exercise and training stations, • Refurbishing existing physical activity indoor and outdoor spaces and fields (e.g., basketball courts, tennis courts, pickle ball courts, soccer fields, softball fields, running track, volleyball courts, etc), • New physical activity spaces and fields, • Walking trails, • Lighting and safety features such as lighting along walking paths, parking lots, gathering spaces and sport fields, • Other school-related projects that directly align with this strategy.

Strategy Outcomes	• A planning and design project that is launch-ready within 75 days of an executed contract with TSET. • Completion of the project(s) per the project plan, project scope, timeline, applicable codes and standards and within the budget. • A promotional plan that captures the public's knowledge and awareness of the project(s) being developed and implemented and the results shared with TSET. • Monthly grant reporting requirements are fulfilled by the grantee. Increases in the number of: • New physical activity plans and designs for future construction and infrastructure improvements to enhance or refurbish existing physical activity spaces and/or fields. • New physical activity plans and designs for future construction of <u>new</u> physical activity spaces and/or fields for future construction. • New physical activity plans and designs for future construction and infrastructure improvements involving installation of equipment and stations for exercise and training. • New physical activity plans and designs for future construction and infrastructure improvements to lighting and safety features for walking paths, parking lots, gathering spaces and sport fields.
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Construction Implementation of Small to Medium Size Projects

Funding is available for small to medium size construction projects that make changes to the built environment to increase the number of people engaged in exercise and active living located on a single project site, or when two sites are connected, adjacent or contiguous to one another in Oklahoma. The construction implementation project must be supported by data showing the need and community buy-in showing the willingness/interest of the local population to utilize the new construction site. To increase awareness and use of the finished product or structure, the application must provide a strategy for promoting the project's completion, outcomes and availability/intended use by the public. **Project must be shovel-ready and begin work immediately or within 75 days upon receipt of a fully executed cooperative agreement.**

- **Maximum Award:** \$300,000 per year for up to two years
 - Parks, open spaces and safe routes to schools, grocery stores and parks,
 - PreK-12 school-based built environment projects that promote physical activity
- **Total amount allotted for this funding opportunity:** \$5,700,000
- **Matching requirement:** Confirmed match funding is required for projects impacting a population size over 10,000 people. Match is based on the size of the population to be served by the project in accordance with the table below. For more information on

how TSET monitors matching funds, see the Matching Funds Guidance Section of Appendix E: Budget Tips, Tools and Matching Funds Guidance.

Population Size	Matching Requirement
1 – 9,999	None
10,000-29,999	5% of total project costs
30,000 – 49,999	10% of total project costs
50,000+	15% of total project costs

To determine the population size and reach for the proposed project, applicants should use current, verifiable data. Examples of appropriate data sources are listed below.

For a project at a school district (when all schools within the district are located on one property), applicants should utilize Oklahoma State Department of Education **school district** enrollment numbers for the most current school year. For total student enrollment, visit this [website](#).

For a project at an individual school site, applicants should utilize Oklahoma State Department of Education **school site** enrollment numbers for the most current school year. For total student enrollment, visit this [website](#).

For a project located at a higher education institution, (including 4-year colleges/universities, community/junior colleges and technical schools), applicants should obtain the total number of students enrolled at the site where the project is proposed. This information may be obtained from the school's institutional research department that is operated by the higher education institution.

For a project located on property owned by the city, town or county, applicants should utilize current Census data to determine the city's/town's population reach. For total population of a city or town, visit this [website](#).

For a project located at a non-profit worksite, applicants should include the approximate number of clients served by the organization annually.

The construction implementation of small to medium size projects tract funds time-limited, shovel-ready construction projects with an agreed upon budget, project plan and completion schedule. TSET funding is available for up to \$300,000 annually for a period of two years. A project, or segment/phase of a larger project, designated by the applicant for TSET funding must be completed during the term of TSET's funding. Proposed projects with a longer term for completion will not be considered.

Project Scope of Work

The tables below outline three distinct construction funding tracks, each supporting eligible small to medium size construction projects. Please note that a separate grant application is required for each funding track. Applications that combine multiple funding tracks will not be reviewed or considered.

Construction Track 1 Physical Activity – Parks and Open Spaces	
Strategy	Construction of parks, open spaces and greenways for exercise and active living.
Strategy Purpose	Shovel-ready projects for construction and infrastructure improvements to parks, open spaces and greenways for physical activity and recreation by the public.
Strategy Scope of Work	Construction or infrastructure improvements such as: • Implementation of an existing parks or open spaces portion of a city's Master Plan related to infrastructure improvements such as sidewalks, walking and biking trails and lanes, greenways, parking upgrades, permanent bike racks and trees and shrubs. • Pedestrian wayfinding, tobacco-free and shared-use signage. • Recreation and physical activity equipment (weight training stations and accessible playgrounds, adaptive recreation equipment such as accessible swings, etc). • Water fountains, benches, permanent shade gazebos/pavilions, etc. • Refurbishing of existing indoor/outdoor physical activity spaces (e.g., basketball courts, tennis courts, pickle ball courts, gaga ball courts, soccer fields, softball fields, volleyball courts, frisbee golf course, corn hole and horseshoe areas, etc). • Lighting and safety features such as lighting along walking trails, parking lots, gathering spaces and sport fields. • Other approaches that directly align with this strategy.
Strategy Outcomes	• A construction project that is shovel-ready (begin immediately or within 75 days of the grant start date). • Completion of the project(s) per the project plan, project scope, timeline, applicable codes and standards and within the budget. • A promotional plan that captures the public's knowledge and awareness of the project(s) being developed and implemented and the results shared with TSET. • Monthly grant reporting requirements are fulfilled by the grantee. • Installation of tobacco-free signage, as well as signage that recognizes TSET as a project funder at the project site.

	Depending on the construction project(s) completed, as compared to the previous year, an annual increase in the number of new or enhanced spaces, connected routes and infrastructure that support physical activity: • Indoor and/or outdoor spaces, such as basketball courts, tennis courts, pickle ball courts, gaga ball courts, soccer fields, softball fields, volleyball courts, frisbee golf course, corn hole and horseshoe areas and gathering spaces. • Safe routes, such as sidewalks, trails, paths and bike lanes • Visitor drop off and pick up zones, such as covered bus stops, permanent bike racks and/or parking lots. • Wayfinding and signage, such as pedestrian and bicycle wayfinding, tobacco-free signage and shared-use signage. • Other infrastructure, such as water fountains, benches, permanent shade gazebos/pavilions, lighting, exercise and recreation equipment.
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Construction Track 2	
Physical Activity – Safe Routes to Schools, Grocery Stores and Parks	
Strategy	Construction of safe and pedestrian friendly and safe routes to schools, grocery stores and parks.
Strategy Purpose	Shovel-ready construction projects that create pedestrian friendly and safe routes to schools, grocery stores and parks.
Strategy Scope of Work	Construction or infrastructure improvements to increase safe and pedestrian friendly routes to promote physical exercise, such as implementation of a portion(s) of an existing Safe Routes Plan, Master Plan, streetscape design or similar plans related to shovel-ready infrastructure improvements: • Sidewalk infrastructure improvements, • Traffic calming measures such as curb extensions, speed radar signs, raised intersections, speed bumps and/or raised crosswalks, • Crosswalk and intersection improvements such as high visibility crosswalks, intersections and pedestrian activated flashing lights, • Changes to patron drop off and pick up zones to enhance safety, • Enhance access to transit and multi-modal connections through covered bus stops and permanent bike racks, • Pedestrian wayfinding, • Road safety buffers, • Other projects that directly align with this strategy.
	• A construction project that is shovel-ready (begin immediately or within 75 days of the grant start date). • Completion of the project(s) per the project plan, project scope timeline,

Strategy Outcomes	applicable codes and standards and within the budget. • A promotional plan that captures the public's knowledge and awareness of the project(s) is developed and implemented and the results shared with TSET. • Monthly grant reporting requirements are fulfilled by the grantee. • Installation of tobacco-free signage, as well as signage that recognizes TSET as a project funder at the project site. Depending on the construction project(s) completed, as compared to the previous year, an annual increase in the number of new or enhanced infrastructure that improves connectivity between school sites, parks and neighborhoods and improves safety for people walking and biking: • Traffic calming measures, such as curb extensions, curb buffers, speed radar signs, raised intersections, speed bumps, raised crosswalks, high visibility crosswalks, intersections and pedestrian activated flashing lights. • Patron drop off and pick up zones, such as covered bus stops and permanent bike racks. • Safe routes, such as sidewalks, trails, paths and bike lanes. • Wayfinding signage inclusive of one or more of the following: directions, routes, distances, number of steps, calories burned and location of spaces for physical activity. • Annual decrease in the number of vehicle collisions and pedestrian/bicycling injuries and fatalities.
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Construction Track 3 Healthy Students in Schools (PK- 12th grade) – Physical Activity	
Strategy	Increase access to spaces for physical activity and exercise within school settings (PK-12 th grade) through shovel-ready construction and infrastructure improvements.
Strategy Purpose	Make changes in the physical environment of schools to offer greater opportunities for students and employees to engage in daily physical exercise and recreation.
Strategy Scope of Work	Construction or infrastructure improvements in school settings such as: • Playground structures, • Adaptive recreation and exercise equipment, • Exercise and training stations, • Refurbishing existing physical activity indoor or outdoor spaces and fields (e.g., basketball courts, tennis courts, pickle ball courts, soccer fields, softball fields, running track, volleyball courts, etc.),

	• New physical activity spaces and fields, • Walking trails, • Lighting and safety features such as lighting along walking paths, parking lots, gathering spaces and sport fields, • Other school-related projects that directly align with this strategy.
Strategy Outcomes	• A construction project that is shovel-ready (begin immediately or within 75 days of the grant start date). • Completion of the project(s) per the project plan, timeline, applicable codes and standards and within the budget. • A promotional plan that captures the public's knowledge and awareness of the project(s) being developed and implemented, and the results shared with TSET. • Monthly grant reporting requirements are fulfilled by the grantee. • Installation of tobacco-free signage, as well as signage that recognizes TSET as a project funder at the project site. As compared to the previous year, annual increases in the number of: • Students and school employees that participate in using the improvement(s). • Physical activity policies implemented because of the construction project's completion. The exact % or # can be determined after collecting baseline data. Depending on the construction project(s) completed, as compared to the previous year, an increase in the number of: • Playground structures, • Adaptive recreation and exercise equipment, • Exercise and training stations, • Refurbishing existing physical activity spaces and fields (e.g., basketball courts, tennis courts, pickle ball courts, soccer fields, softball fields, running track, volleyball courts, etc.), • New physical activity spaces and fields, • Walking trails, • Lighting and safety features such as lighting along walking paths, parking lots, gathering spaces and sport fields.

Grant Performance

Grant performance is reviewed by TSET on an annual basis. Only construction projects are renewable for a second year based on performance, availability of funds and approval by the TSET Board of Directors.

Performance measures include, but are not limited to:

- Timely and accurate submission of required documentation.
- Effective project oversight and management, including the ability to hire staff and/or subcontractors in a timely manner (if applicable).
- Continued progress in accordance with the project plan.
- Timely communication with TSET staff and evaluators.
- Fulfillment of other funding committed to the program (when applicable).

Examples of unsatisfactory performance include continued difficulty maintaining appropriate contract management and project oversight, a lack of progress toward completion of project milestones/major activities, a loss of non-TSET funding (if applicable) or other major factors detrimental to the success of the project. Unsatisfactory performance may result in termination of TSET funding at any time.

Funding Information

Applications seeking TSET funding for more than the allowable amount will be deemed ineligible for review. Each planning and design or construction application may include one or more projects when all projects are located on a single project site, or when two sites are connected, adjacent or contiguous to one another. Applications with projects that span across separate, detached sites, such as developing designs or infrastructure improvements for two unconnected, distinct community parks, will not be considered for review.

Confirmed matching funds are required for construction projects that will impact 10,000 people or more. Matching funds will be considered only if they have been confirmed prior to or at the time of application submission. Allowable match includes cash, other non-TSET grants and in-kind support that is directly related and applied to the project.

When matching funds are used to support a project, grantees must be at the appropriate confirmed match level for their project based on the claim for reimbursement numbers submitted monthly to TSET. Eligible match refers to matching funds spent only during the contracted year. Cash matches refer to a direct project expense for the grantee or partner organization, whereas in-kind match refers to materials or services, space, labor, equipment, etc., provided by the grantee organization or donated by a partner organization specifically for the TSET funded portion of the project. Only match that is directly related and applied to the project is allowable. **In no instance may TSET funds be used to match other TSET**

funds. If match is used from another source, it is highly recommended to confirm in writing the funder allows the money to be used as matching funds.

TSET is a constitutionally created state agency and must comply with all state laws. Oklahoma law prohibits payment for goods and services in advance, according to the Oklahoma Central Purchasing Act, 74 OS Section 85.1. Therefore, all awards are paid on a reimbursement basis; awarded organizations must be able to expend funds up front before TSET will reimburse for any charges.

All TSET awarded organizations (referenced as grantees) are expected to appropriately use at least 95% of their awarded funds during the grant year. Construction implementation grantees who are not able to utilize at least 95% of their budget may need to consider the possibility of a budget reduction during the funding period.

Funding Limitations

All funds must be awarded and used consistent with Oklahoma law. In addition, funds cannot be used to influence elections or an official's duties.

Overhead, administrative or indirect costs may be allowable on a funded project, but those costs must be justified and may not exceed 15% of the total award amount.

Specific unallowable budget items include:

- Pre-award costs,
- Endowments,
- Hiring of lobbyists,
- Operating deficits or retirement of debt,
- Vehicles,
- Items for which third-party reimbursement is available,
- Entertainment costs for amusement or diversion,
- Individual professional and personal memberships,
- Staff time for fundraising efforts,
- Cash/prize donations for fundraisers or events,
- Land/property.

This list is not exhaustive. Although all budgets will undergo review prior to issuance of a cooperative agreement, applicants with questions about potential budget items are encouraged to submit their questions to TSET according to the process detailed in these guidelines prior to submitting an application. TSET reserves the right to deny funding for any budget items that are unallowable, inappropriate or unrelated to the project.

Project Budget Planning

TSET seeks to fund projects that are ready to begin work either immediately or within 75 days of the grant start date.

Successful applications will demonstrate thorough research, planning and a full understanding of costs associated with proposed projects submitted to TSET. Detailed and realistic bids and/or cost estimates should be solicited within three months prior to submitting the application so project costs at the time of estimate are understood and reflected in the proposed budget. Applicants are encouraged to consider and document all potential costs. Items to consider could include:

- Construction costs, including the actual construction of the project, materials, labor and subcontractor fees.
- Design and architectural fees, such as landscape architect, architect, consultant and engineer fees.
- Fees for design work, including conceptual sketches, renderings, preliminary layouts and design iterations.
- Costs for producing and printing planning documents, reports and/or presentations.
- Fees related to preparing bid documents, evaluating contractor proposals and administering contracts.
- Permit fees.
- Site preparation work, such as clearing, grading, dirt work, tree removal and other general preparation of the site for construction.
- Construction inspection fees.
- Costs associated with management of the planning or construction process to include project management, quality control and administrative tasks.
- Costs for organizing and conducting public meetings, surveys and/or focus groups to gather community input.
- Signage costs such as the purchase and installation of tobacco-free property signage and TSET funding acknowledgement signage.

TSET understands that bids may expire and prices may change between application preparation and application submission, but applicants should make every effort to determine the full anticipated cost of the project prior to submission. Applicants must submit recent bids and/or cost estimates (within the last three months) to demonstrate that project costs have been thoroughly reviewed and validated. For successful applicants approved by the TSET Board of Directors, TSET may request that updates to cost estimates be submitted with an application prior to issuance of a cooperative agreement. To further address potential changes in cost between submission and award, TSET offers the flexibility to increase budgets up to 20% of the total original award, provided the maximum annual amount allowable under the RFA has not been met or exceeded. Approval of budget increases is not guaranteed. Requests for increases more than 20% of the total award amount may be considered but will require extensive justification and approval by the TSET

Board of Directors. In no instance may a budget increase exceed the allowable maximum set forth in the RFA.

Application Disqualification Criteria

Disqualification means that TSET will not review or consider the application further. TSET will disqualify applications for:

- Not submitting electronically via TSET Funding Portal.
- Not submitting by the due date and time indicated in this funding opportunity.
- Not meeting eligibility requirements.
- Not meeting matching funds requirement, when applicable.
- Not completing or submitting required forms in the funding opportunity package.
- Exceeding character count limits.
- Lack of alignment with the funding tracks listed within the RFA.
- Requesting total funding from TSET greater than \$150,000 for planning and design projects.
- Requesting total funding from TSET greater than \$300,000 per year for construction implementation of small to medium size projects.
- Not submitting a budget for each year of proposed funding.
- Projects that span across separate, detached sites, such as developing designs or infrastructure improvements for two unconnected, distinct community parks.
- A project being located on property that is **not already** owned by the applicant organization at the time of submitting the grant application.
- A project area located on private property that is not accessible by the public during reasonable usage hours.
- A project that is not launch/shovel-ready.
- A construction project where planning and design has not yet been finalized.
- Lacking program alignment with TSET's mission and [strategic plan](#) (see Purpose section).
- Not submitting a signed and dated tobacco-free policy.
- Not submitting a signed and dated wellness policy.
- Not submitting a tobacco-free policy that covers all required policy requirements.

Application Sections, Instructions and Required Documentation

These instructions describe the sections of the application and are designed to ensure the submission of necessary information to provide for the understanding and comprehensive evaluation of the project. Applicants shall follow the detailed instructions fully and carefully.

The applicant must specifically address and respond to each item. Unless specified as optional, **each item listed below is required**. Applications submitted without all required sections will be deemed unresponsive and not eligible for review.

Each section A through L below must be addressed in the application. If not applicable, do not skip the section. Instead, indicate N/A before proceeding to the next section.

A. Application Information

This section captures information related to the funding request including:

- Verification of a small to medium sized project
- Project title
- In 1-2 sentences, describe the project
- Service area
- Population size (please refer to the Funding Guidelines section of the RFA for guidance)
- Amount of funding requested for Year 1 (must be under \$150,000 for Planning projects and under \$300,000 for Construction projects)
- Amount of funding requested for Year 2 Construction projects only. (Must be under \$300,000).
- Confirmed match funding sources and amounts for Year 1 (Not required for Planning projects)
- Confirmed match funding sources and amounts for Year 2 (pertains to Construction projects only)
- First and last name of authorized official
- Authorized official's job title
- Authorized official's e-mail address
- First and last name of project manager responsible for day-to-day project management
- Job title of project manager responsible for day-to-day project management
- Project manager's e-mail address

B. Objections to Terms and Conditions (not counted toward character limit)

Please read Appendix A: Terms and Conditions. Any objections to the Terms and Conditions should be listed in Section B. If there are no objections, please respond N/A.

C. Applicant Organization's Background and Qualifications (4,500 characters)

1. Briefly describe who you serve and how long your organization has been in operation.
2. Describe your organization's experience executing built environment planning and/or construction projects for the population served by the organization. In your response, consider including:
 - 2a. How the project(s) was/were managed,
 - 2b. Total project cost(s),
 - 2c. Duration of the project bidding process, if applicable,
 - 2d. Project length and timeline(s),
 - 2e. Methods used to gather and incorporate community feedback on the proposed project,

- 2f. What resources your organization already has in place (such as staff, leadership support, financial) to undertake and complete a built environment project similar to the one being proposed.
3. What project management methods or tools does your organization use to assist with project oversight to ensure the project remains on schedule, within budget, mitigates risks and maintains clear communication across all stakeholders?

D. Statement of Need and Public Support (4,500 characters, not including attachments).

1. State the specific need(s) the proposed project aims to address. Provide a clear explanation supported by both quantitative and qualitative data. Consider including:
 - 1a. Any assessments conducted within the past three years. Refer to the [Data-driven Needs and Community Buy-In](#) section of the RFA for examples.
 - 1b. Data within the last three years to illustrate the needs of the population being served and cite data sources.
 - 1c. Community input or lived experiences that highlight the issue(s) that were collected within the last three years.
 - 1d. How the public will benefit from the proposed project over the next 5-10 years.
 - 1e. How community input was integrated into the overall planning and/or design of the proposed project.
2. Upload documentation of public support, such as results from community surveys, community listening sessions, photos indicating project support, letters of support from community members that live close to the proposed project location or a feasibility study. The documentation will not count toward the character limit.
3. How will you engage the community on an **ongoing** basis during the project period to ensure public support and feedback is integrated continuously?

E. Proposed Project (27,000 characters, not including attachments)

Project Overview

1. Describe the small to medium size planning, design or construction implementation project to be funded by TSET. In your response, please include:
 - 1a. A high-level description of the project,
 - 1b. Primary goals of the project,
 - 1c. Attach a map of where the proposed project will be located,
 - 1d. Attach photos of the proposed project location **with captions**,
 - 1e. For construction projects (required), attach all completed planning, renderings and/or design documents.
2. Have any potential risks been identified in preparation for this project? If so, describe them and explain your plan to mitigate these risks. Consider factors such as:
 - Environmental or site-related challenges,
 - Regulatory or permitting delays,
 - Budget constraints or funding gaps,

- Community or stakeholder concerns,
 - Supply chain disruptions or contractor availability issues,
 - Legal or land ownership complications,
 - Timeline or scheduling conflicts,
 - Unexpected long-term maintenance or infrastructure issues.
3. What steps has your organization already taken to ensure this project is launch/shovel-ready and can begin either immediately or within 75 days of the grant start date? Consider including information for the following:
- Required permits or approvals obtained (or in progress),
 - For construction projects, completed engineering, design or environmental assessments,
 - Any preliminary work (e.g., site prep, demolition, utility planning) already completed.

Public Accessibility

4. Will there be any fees for using the project site once it is completed?
- 4a. If there are plans for any portion of the proposed project site to charge a fee for public use (such as rentals of pavilions, tennis courts, admission fees, etc.), explain a plan to provide free access to the public or offer services based on a sliding fee scale, scholarship and/or reduced rate. If no fees will be charged, mark as N/A.
5. What days/hours of the week will the general public have access to the site?
6. If applicable, please upload a copy of the shared/open/facilities use agreement for the proposed site. See Appendix G: Shared Use Policies and Agreements Examples.

Project Logistics

7. Describe how the project will be overseen by your agency, managed day to day and how your organization will ensure timely updates are communicated to TSET.
8. Describe the team that will manage the project. Be sure to name the applicant agency's project manager, authorized official and financial officer at a minimum. Additionally, please include any contractors that will be hired to execute the proposed project. Upload Attachment G: TSET Grant and Contractor Staffing Table, to complete this question. Focus on those individuals and contractors who will have a critical role in the project.
9. If you plan to hire contractors for the TSET funded portion of the project, list all contractors that you plan to use and what services they will provide. Note: Bids/estimates from each contractor should be uploaded in the 'Budget Supporting Documentation' section of the application.
10. Describe your organization's procurement process and identify any modifications that will be necessary to be able to start work on this project.
11. How will you ensure that the project stays on schedule and within scope and budget?
12. Describe how you will acknowledge TSET's funding and support of the project over

the course of the grant cycle. Examples of acknowledgement may include project communication, signage, publications, social media posts, resources, etc.

Project Partners

13. Describe the funding partners or other key partners that will provide support for the project and will play a crucial role in the completion of the project.

14. **Upload Signed and Dated Letter(s) of Confirmed Match Commitment from Partners or Organizations that are confirmed to be contributing a match towards the proposed project.** Be sure that each letter includes the partner's role in the project, funding or in-kind confirmed match amount and any restrictions to their funding. Note: This information is required for all organizations (including the applicant agency) contributing a match towards the proposed project. If no match is being provided, no upload is necessary.

Note: Confirmed match funding and Letter(s) of Confirmed Match Commitment are required for construction projects impacting a population size over 10,000 people.

F. Project Plan (no character limit)

1. Complete and attach a detailed project plan for each year of requested funding (see Attachment E: Project Plan Instructions and Template for instructions) to identify all major project tasks, an anticipated timeline from startup to completion as well as the responsible parties/stakeholders.

Note: Please provide as much detail as possible, as this document will be used to track the project's progress throughout the grant cycle if funded.

G. Evaluation and Expected Outcomes (6,000 characters, not including attachments)

1. What processes does your organization use to assess, measure and document a project's success and key performance indicators?
2. Upload Attachment B: Built Environment Project Key Performance Indicators (KPI) Tool to indicate what specific and measurable metrics will be utilized to manage and evaluate the success of the proposed project.
3. If your project is funded, how do you plan to communicate your progress and outcomes to the public, stakeholders and/or your community? Please describe any anticipated methods, platforms or partnerships you may use to share key milestones and success stories.
4. It is a requirement that you work with a TSET assigned external evaluator in the implementation of an evaluation plan, post-project or follow-up evaluation design of the project's public use. Are you willing to work with a TSET assigned external evaluator if asked to do so?

H. Sustainability/Maintenance Plan (4,500 characters)

TSET defines sustainability as the ability of a project to thrive independently without TSET funding and characterized by continued community support, financial growth,

sound infrastructure and effective strategies for the management of the project. TSET's funding is short-term and time-limited, but the intent is for the project or portions of the project to continue at the end of the TSET funding agreement.

1. Provide examples of how your organization's past built environment projects have had lasting effects on the community for five years or more after project completion.
2. How will your organization sustain and maintain the project after TSET funding ends? Consider including details on:
 - Funding sources or revenue that will support ongoing maintenance and operations,
 - Staffing or organizational commitments to project upkeep,
 - Partnerships or agreements for long-term maintenance,
 - Estimated costs for general maintenance, utilities, etc,
 - Community engagement strategies to ensure continued use and support.

I. Proposed Budget

1. List specific, known costs for the project in the budget justification, providing documentation that supports costs to the greatest extent possible.

Complete and attach Attachment F: Two-Year Budget Template to list specific, known costs for the project for each year of requested funding. Completed information should include a Summary Budget, a detailed Budget Justification for TSET Funding, and a detailed Budget Justification for confirmed Match funding (if matching funds will be utilized) for each year of funding being requested. Include matching funds that are confirmed at the time of application.

2. The budget section of the application in TSET Funding Portal contains a template for the budget summary, or budget category totals, for each grant period. Applicants must complete a budget summary in TSET Funding Portal for each year of funding being requested. This information should align and match what is listed on the Summary Budget worksheets in Attachment F: Two-Year Budget Template.

See Appendix E: Budget Tips & Tools and Matching Funds Guidance for more information on how to address each budget category.

J. Budget Supporting Documentation

1. If TSET is not the only project funder, outline the major cost items that will be covered by the TSET grant if the project is approved for funding. Remember to account for labor, site preparation, fees, permits, project management fees, signage, etc. in the cost. The totals for each of these items must agree with their totals listed in the budget. If this is not applicable to the project, type N/A.
2. Please upload all recent bids and/or quotes within the last three months that detail the proposed costs to be covered by TSET, should the project be approved for funding. Information should include bids and/or quotes for materials, supplies and contracted labor costs.

K. Proposal Appendices (if applicable, no character limit)

To effectively communicate the need and vision of the project, applicants should use verifiable data and visual aids. It is strongly encouraged to include current data, images, graphs and charts in your application, as needed.

Appendices should be used to provide supplemental, illustrative information that cannot be easily captured within the narrative sections of the application. Up to a total of ten (10) pages may be added as appendices material. Materials after page ten (10) will not be reviewed.

L. Required Attachments

The following attachments are required for each application. These documents must be reviewed and approved by TSET before a grant application can move forward to a full application review. Documents are reviewed to determine if the grant application meets the basic eligibility criteria and is complete. These documents include:

- ☐ **TSET Worker's Compensation Insurance Coverage Certification (Attachment A)**
- ☐ **Copy of Workers Compensation Insurance Coverage Policy** or statement of exemption.
- ☐ **Organizational Responsibilities and Assurances Checklist (Attachment C)**, signed by an authorized official of the applicant organization. An authorized official is someone who is allowed to sign contractual agreements on behalf of the organization.
- ☐ **Signed Certification of Non-Acceptance of Tobacco Funds (Attachment D)** is required upon registering and accessing applications in TSET Funding Portal.
- ☐ **Organization's signed and dated Tobacco-Free Policy**, which meets the minimum requirements set forth in Appendix B: Tobacco-Free Policy Template. See Appendix C: Sample Tobacco-Free Policies and Checklists for optional additions to the minimum policy requirement.
- ☐ **Organization's signed and dated Workplace Wellness Policy**. See Appendix D: Sample Workplace Wellness Policy and Instructions for sample policies.

Application Submission

Applications will be accepted via the TSET Funding Portal beginning on September 23, 2025, and must be submitted before 4:00 PM Central Time on November 18, 2025. Applicants can find instructions on registering and applying through the TSET Funding Portal on the TSET website. Applications submitted by mail, hand delivery, fax, email or other means will not be accepted.

No additional information may be submitted after the deadline. However, if, after submission but before the deadline, an applicant realizes a mistake in or omission from their application, changes can be made through the TSET Funding Portal account.

Applicants are strongly encouraged not to wait until the deadline to submit, as technical assistance cannot be guaranteed at the last minute.

Application Review Process

Review Process

Applicants must submit complete applications by the deadline; *late submissions will not be accepted under any circumstances*. Applicants are strongly encouraged to submit all materials in advance of the deadline, as technical assistance may not be available prior to the application close time.

Each application submitted for funding consideration will be reviewed internally by TSET for adherence to the basic requirements listed in these guidelines. Applications needing only administrative document updates or replacements may be eligible for a correction opportunity. Administrative documents are organizational eligibility requirements unrelated to project substance (i.e., narrative, design, scope, implementation, budget, or timeline), including:

- Workers' Compensation Certification and/or policy or statement of exemption
- Certification of Non-Acceptance of Tobacco Funds
- Organizational Assurances Checklist
- Completed organizational policies that meet all minimum requirements submitted without signature(s) and/or date(s)

Applicants will be notified to submit all needed materials and documents and a deadline. *No extensions will be granted*. Failure to do so will result in the application being deemed incomplete and ineligible for further consideration or evaluation.

Applicant organizations who have not met the eligibility or application requirements will not be eligible for funding consideration. It is the applicant's responsibility to ensure adherence to all eligibility and application requirements. **Applications submitted without a document indicated in these guidelines as required will be ineligible for funding consideration.** Applications that are ineligible for review shall be notified after the TSET Board of Directors meets to make funding decisions.

Eligible applications will then be reviewed to determine how well the application meets the established criteria included in this guide and supports the TSET mission. Applications will also be reviewed by external reviewers.

TSET staff will present the entire roster of eligible applications for the funding category and will make funding recommendations to the TSET Board of Directors. Award decisions shall be made at the sole discretion of the board.

Review Criteria

Applications that meet the requirements listed in this guide shall undergo further review in accordance with the criteria below. Applications will be scored on the following areas: applicant organization's background and qualifications, statement of need and public support, proposed project and project plan, evaluation and expected outcomes, sustainability and maintenance plan and proposed budget.

If multiple applications score similarly and exceed the amount of funds available to award, TSET may consider population need and project impact when making final awards.

Upon completion of all reviews, each funding category—Planning and Design and Construction Implementation—will be presented to the TSET Board of Directors separately.

Below are the criteria each reviewer will consider as they review applications. Applicants are advised to carefully read through the criterion below and ensure that their application provides clear answers and explanations to aid in the reviewers' understanding of the project and its need.

Criterion	Maximum Points Possible
Section C: Organization's Background and Qualifications (4,500 character limit) Questions 1, 2a-e: The applicant identifies who they serve and how long the organization has existed. The applicant organization has a track record of successfully managing and completing built environment planning and/or construction projects of equal or greater scale than the proposed project, incorporating feedback from those who will directly benefit from the project. Question 2f: The applicant organization has the necessary resources readily available to manage the proposed project. This includes human resources with the proper expertise and leadership support. Question 3: The project management methods or tools used by the organization are well-suited for the proposed project, providing effective oversight to ensure it remains on schedule, within budget, mitigates risks and maintains clear communication across all stakeholders.	9
Section D: Statement of Need and Public Support (4,500 character limit, not including attachments) Question 1a-c: The applicant clearly outlined and justified the specific need(s) the project addresses, backed by recent data (within the last 3 years) and community input or lived experiences.	15

Question 1d: The applicant was able to demonstrate how the proposed project will create measurable public benefits over the next 5–10 years.

Questions 1e and 2: The applicant worked closely with community members and partners to identify the project's need and plan, and the project reflects their input and priorities.

Question 2: The project has strong support from the community it is designed to benefit, as demonstrated by meaningful engagement efforts, letters of support, etc., and clear alignment with community-identified needs and priorities.

Question 3: Applicant proposed a practical and sustainable plan for ongoing community engagement, ensuring continuous feedback throughout the project's lifecycle.

Section E: Proposed Project Overview (27,000 character limit, not including attachments)

Project Overview

Overall Section Question: The project aligns with one of the strategy funding tracks outlined in the funding opportunity and is positioned to improve the health of Oklahomans.

Question 1: The applicant provided a clear and comprehensive description of the proposed project, outlining both the high-level overview and primary goals. All required attachments are included, such as a map of the project location, site photos and, for construction projects, completed planning documents and/or design renderings. The information is thorough and leaves no uncertainties regarding the general scope of the project.

Question 2: The applicant identified potential risks associated with the proposed project and included a practical plan to mitigate each identified risk.

Question 3: The applicant clearly outlined the steps already taken to ensure the project is launch or shovel-ready either immediately or within 75 days of the grant start date.

The response reflects a strong level of preparedness and minimizes the potential of implementation delays. For construction projects, the completion of planning and design work is clearly demonstrated.

Public Accessibility:

Questions 4-6: The applicant clearly states hours and fees (if applicable) associated with use of the proposed project which includes a thoughtful plan to ensure access for everyone (i.e., free use periods, low-cost sliding fee scales, scholarships or reduced rates). The response is supported by a shared, open use or joint use agreement if applicable.

Project Logistics:

39

Question 7: The applicant provided a clear description of how the project will be managed on a day-to-day basis, including roles, responsibilities and oversight processes. A lead agency project manager has been identified to oversee the project and a plan is in place to provide timely project updates to TSET.

Question 8: The applicant provided a realistic plan to hire staff and contractors. The staffing table includes the required minimum applicant agency staff to include an authorized official, financial officer and a project manager. The plan includes a timeline for hiring key personnel and contractors. The proposed hiring timeline aligns with the grant requirement to begin project construction or implementation either immediately or within 75 days of the grant start date.

Question 9: If any contractors are proposed for the TSET-funded portion of the project, the applicant identified all contractors planned for the TSET-funded portion of the project and outlined the services each will provide. The response is supported by bids and/or cost estimates uploaded in the 'Budget Supporting Documentation' section, demonstrating thorough vetting of the project.

Question 10: The applicant provided a solid description of their organization's procurement process, including any necessary modifications that may be needed to be able to begin project implementation or construction within 75 days of the grant start date.

Question 11: The applicant provided a realistic plan to ensure the project stays on schedule, within scope and within budget. Response demonstrates a proactive approach to project management.

Question 12: The applicant has outlined a clear plan to acknowledge TSET's funding and support throughout the duration of the grant cycle, aiming to enhance both the visibility of the project and TSET's contribution.

Project Partners:

Question 13: The applicant identified key funding and project partners, clearly outlining their roles and contributions towards the successful completion of the project. The response reflects strong collaboration and demonstrates how these partners will actively support project implementation.

Question 14: Project includes signed Letter(s) of Match Commitment for each reported match dollar that has already been confirmed at the time of the application. If no match is being provided, this question will not be scored. Note: Confirmed match funding is required for construction projects impacting a population size over 10,000 people.

<u>Section F: Project Plan (no character limit)</u> 1. Project plan is fully detailed, with clear and realistic project milestones, anticipated start dates and deadlines. 2. Project milestones align with the proposed scope of work, are feasible and achievable within the time frame of the grant. 3. Project plan clearly assigns responsibilities/tasks for every project milestone, ensuring accountability. 4. Project plan includes major work that needs to be accomplished for each year of requested funding. Project plan indicates that implementation of the project will begin either immediately or within 75 days of the grant start date.	15
<u>Section G: Evaluation and Expected Outcomes</u> (6,000 character limit, not including attachments) Question 1: The applicant has an existing system for assessing, measuring and documenting project successes and key performance indicators for projects like the one being proposed. Question 2: Key performance indicators listed are aligned with measuring the success of the proposed outcomes with appropriate data collection tools/sources identified. Question 3: Applicant has a clear plan to regularly update stakeholders and the community on the proposed project's progress and outcomes, ensuring transparency, accountability and continued support throughout the project. Question 4: Applicant agrees to work with a TSET assigned external evaluator on the implementation of a project evaluation plan.	12
<u>Section H: Sustainability/Maintenance Plan</u> (4,500 character limit) Question 1: The applicant has a track record of sustaining, maintaining and/or expanding built environment planning and/or construction projects 5 or more years after a project has been completed. Question 2: The applicant presented a strong and realistic strategy for securing additional funding and/or resources after the grant period, so that the project can keep going and be successfully maintained over time.	6
<u>Sections I and J: Proposed Budget and Budget Supporting Documentation</u> 1. Budget provides a clear breakdown of costs associated with the proposed project scope. 2. Budget line items include clear explanations to support the proposed expenses. 3. Applicant has fully vetted their project's budget, providing bids/quotes from vendors from the past three months.	9
Base Points for All Applications	105
<u>Preference Criteria for all Applications</u>	5

Note: All preference criteria below must be met to receive the full 5 points. If one of more preference criteria listed below are not met, no additional points will be awarded. 1. Applicant includes an effective plan for active community buy-in for the duration of the project. 2. Project incorporates the results of a local needs assessment completed within the past three years involving public input.					
<u>Preference Criteria for Applications Related to Planning and Design</u> Note: All preference criteria below must be met to receive the full 5 points. If one of more preference criteria listed below are not met, no additional points will be awarded. 1. Confirmed matching funds will be used to help support the proposed project. 2. Each confirmed match funding contributor is clearly identified and how each funder will directly support the proposed project. 3. Project includes signed Letter(s) of Match Commitment for each reported match dollar that has already been confirmed at the time of the application. 4. Matching funds are clearly identified and appropriately integrated into the budget.	5				
<table> <tr> <td>Maximum Points Possible for Construction</td> <td>110</td> </tr> <tr> <td>Maximum Points Possible for Planning & Design</td> <td>115</td> </tr> </table>		Maximum Points Possible for Construction	110	Maximum Points Possible for Planning & Design	115
Maximum Points Possible for Construction	110				
Maximum Points Possible for Planning & Design	115				

Awards

All awards are made at the sole discretion of the TSET Board of Directors and are subject to the availability of funds. Typically, award decisions are made during a [regular meeting of the TSET Board of Directors](#), which are open to the public. All applicants will receive an email notification of the TSET Board of Directors' funding decisions within two business days of the meeting. Awarded applicants will then work with TSET to develop a cooperative agreement. The agreement must be fully executed by both parties prior to the performance of any work under the grant.

Post-Award Processes

Discussions and Negotiations

TSET will review each application based on the documents submitted but may engage the awardee in negotiations of the project plan and/or budget prior to issuing a cooperative agreement. Negotiations may be conducted in writing, by phone or by virtual meeting. Terms, conditions, budgets, methodology or other features of the applicant's application may be subject to negotiation and subsequent revision. The mandatory requirements of the RFA shall not be negotiable and shall remain unchanged unless TSET determines that a change in such requirements is in the best interest of the State of Oklahoma. At TSET's sole

discretion, TSET may terminate negotiations and cancel any award if the parties are unable to finalize a cooperative agreement within 60 days of the grant start date.

Cooperative Agreement and Terms and Conditions

Upon award, a cooperative agreement will be developed between TSET and the awardee (now referenced to as grantee). This guide, all documents included in the grantee's application, any negotiated revisions to the application and an agreed upon set of terms and conditions shall comprise the cooperative agreement. It is the sole responsibility of the grantee to review the agreement's terms and conditions prior to signing the agreement. The terms and conditions appear at the end of this guide under Appendix A: Terms and Conditions.

Vendor Registration

The grantee must complete the State of Oklahoma's vendor registration process upon notification of award. TSET will inform the grantee of the requirements of that process upon notification of award.

Electronic Funds Transfer Registration

The State of Oklahoma requires that vendors receive payments via electronic funds transfer (EFT). The Office of Management and Enterprise Services (OMES) will instruct the grantee on the appropriate steps to take to ensure registration for EFT payments.

Payments

Payments are made on a cost reimbursement basis. Items are billed to TSET based on the actual cost for the good or service and only after the grantee has received and paid for the good or service.

Claims for reimbursement must be submitted to TSET monthly via TSET Funding Portal. Monthly claims are due by the 30th day of the following month during which costs were incurred. Failure to submit monthly claims for reimbursement within 30 days of the end of the month may result in a reduction of funding or termination of the grant agreement.

Reporting

At a minimum, grantees will submit a monthly report to include project, financial and evaluation information to TSET. A complete report will include an updated project plan, key performance indicators and a written progress report, all using TSET's monthly reporting templates. When completing the report, grantees should be prepared to discuss project milestones that were completed within the reporting period in the written monthly report. Additional information may be required and will be requested on a case-by-case basis. Grantees may be required to submit any and all program and evaluation reports provided to or from other funding sources.

Required Activities to Support TSET State Goals

Throughout the funding period, the grantee will be expected to actively engage with local public officials to promote the TSET mission. During the project, the grantee may be asked to support other TSET initiatives and programs that align with strategic goals for improving health. Additional guidance on how to support and collaborate will be provided at the appropriate time to ensure consistent implementation.

Project Evaluation

Grantees must participate in all mandatory evaluation activities, including the submission of required reports and other types of relevant information requested by TSET or TSET-funded contractors and must work collaboratively with the assigned external evaluator in meeting the evaluation plan requirements. Evaluators may require the grantee to provide access to program records as well as facilitate access to other information as requested to calculate costs and benefits. Evaluation of the project will be conducted annually.

Publicity

During the funding period, TSET will periodically work with the grantee to issue press releases, op-eds, social media posts and other communications regarding the TSET-funded project. Should the grantee wish to publicize its own work, the grantee shall not publish any comments or quotes from TSET employees or include TSET in either news releases or a published list of customers without the prior written approval of TSET. Any promotional or media materials created for the program or services provided herein, including but not limited to, award submissions, notices, informational pamphlets, press releases, research, reports, signs and similar public notices prepared by or for the grantee, shall identify TSET as the sponsor and shall not be released prior to receiving written approval by TSET.

Signage

TSET requires that projects funded under this opportunity publicly acknowledge the agency upon completion. This acknowledgement includes placing permanent signage recognizing TSET's funding commitment. TSET's Strategic Communication division will advise grantees on signage and acknowledgement requirements during the grant term. Grantees may budget TSET funds for purchase and placement of signage for their completed project. TSET can assist with signage purchases through the Strategic Communication category of the budget, or grantees may purchase their own signage through the other budget category. Grantees are advised that if they purchase their own signage, they must still work with TSET staff to ensure the correct attribution to and logo usage for the agency.

In addition to signage acknowledging TSET's funding, grantees must also ensure that tobacco-free signage is placed near the area(s) enhanced by TSET funding. Breathe Easy or other tobacco-free signs may be purchased with TSET funds if the grantee does not

already have them. Grantees can work with their Communication Strategist to procure these signs during the grant period.

Release of Information

Pursuant to *Title 62 O.S. § 2309(D)(4)*, any application submitted under this funding opportunity shall be confidential until the date and time of award, at which point related documents and information shall be subject to the Oklahoma Open Records Act (*Title 51 O.S. § 24A.1 et seq.*) and Oklahoma Open Meeting Act (*Title 25 O.S. § 301 et seq.*).

Questions

Questions about this funding opportunity must be submitted in writing via the TSET website under the [TSET Built Environment Grants](#) section. Answers will be posted on the same TSET webpage on October 15, 2025, and November 5, 2025. Questions received after 4:00 PM on October 24, 2025, may not receive a response. When posing questions, every effort should be made to be concise and include the page number and section references, when possible. It is the applicant's responsibility to check the TSET website for answers to submitted questions.

TSET cannot respond to questions about if an organization's specific project is eligible for a TSET grant. Potential applicants should read the open TSET RFA to determine if the organization's project aligns with the TSET mission and the specific RFA's scope of work. Assistance requests associated with any documents in this guide may be submitted to grantsmanagement@tset.ok.gov. Assistance requests associated with TSET Funding Portal, such as registering or locating the application, should be submitted to the [TSET Funding Portal Technical Assistance Webform](#).

Appendices and Attachments

Appendices and attachment forms provided in this RFA are listed below and can be accessed by clicking on the name of the document or by clicking the paperclip icon on the side navigation pane in Adobe. If you cannot see a paperclip icon in Adobe, please ensure that you have fully downloaded this guide and have opened it from your desktop rather than from within your internet browser.

Appendices

- Appendix A: Terms and Conditions
- Appendix B: Tobacco-Free Policy Template
- Appendix C: Sample Tobacco-Free Policies and Checklists
- Appendix D: Sample Workplace Wellness Policy and Instructions
- Appendix E: Budget Tips, Tools and Matching Funds Guidance
- Appendix F: Built Environment Assessment Guidance Document
- Appendix G: Shared Use Policies and Agreements Examples

Attachments

- Attachment A: TSET Workers Compensation Insurance Coverage Certification
- Attachment B: Built Environment Project Key Performance Indicators Tool
- Attachment C: Organizational Responsibilities and Assurances Checklist
- Attachment D: Certification of Non-Acceptance of Tobacco Funds
- Attachment E: Project Plan Instructions and Template
- Attachment F: Two-Year Budget Template
- Attachment G: TSET Grant and Contractor Staffing Table



**CERTIFICATION FOR COMPETITIVE
BID AND/OR CONTRACT
(NON-COLLUSION CERTIFICATION)**

Item 2.

Note: A certification shall be included with any competitive bid and/or contract exceeding \$25,000.00 submitted to the state for goods or services.

GENERAL INFORMATION

Agency name TSET	Agency # 092
Supplier or bidder legal name	Solicitation # or purchase order #

Section 1 74 O.S. § 85.22

- A.** For purposes of any competitive bid or contract executed by the state for an acquisition in excess of the fair and reasonable acquisition threshold amount, I certify:
1. I am the duly authorized agent of the above-named supplier or bidder for the purpose of certifying the facts pertaining to the existence of collusion among and between bidders and suppliers and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in connection with the prospective acquisition.
 2. I am fully aware of the facts and circumstances surrounding the acquisition or making of the bid to which this statement relates and have been personally and directly involved in the events leading to the acquisition or submission of such bid.
 3. Neither the business entity that I represent in this certification nor anyone subject to the business entity's direction or control has been a party to:
 - a. Any collusion among bidders or suppliers in restraint of freedom of competition by agreement to bid or contract at a fixed price or to refrain from bidding or contracting.
 - b. Any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract.
 - c. Any discussions between bidders or suppliers and any state official concerning exchange of money or other thing of value for special consideration in connection with the prospective contract.
- B.** I certify, if awarded the contract, whether competitively bid or not, neither the business entity I represent nor anyone subject to the business entity's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of this state any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement relates.

Section 2 74 O.S. § 85.42

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

Section 3 74 O.S. § 582

For the purpose of a contract for goods or services, the supplier also certifies it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the state.

Section 4 74 O.S. § 12005

For the purpose of a contract for goods or services, the supplier also certifies it is not currently engaged in a boycott of energy companies and will not boycott energy companies during the term of the contract.

Section 5 DEBARMENT, SUSPENSION OR OTHER RESPONSIBILITY MATTERS

For the purpose of a contract for goods or services, the supplier certifies any debarment, suspension, indictments, convictions, civil judgments and terminated public contracts have been disclosed to the state purchasing director.

Section 6 74.O.S. § 85.5

For the purposes of a contract for the physical performance of services, the supplier also certifies it is in compliance with the provisions of Section 1313 of Title 25 of the Oklahoma Statutes requiring all suppliers to register and participate in the Status Verification System to verify the work eligibility status of all new employees.

Section 7 21 O.S. § 1289.31

For the purpose of a contract for goods or services, the supplier also certifies it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate against a firearm entity or firearm trade association during the term of the contract.

Section 8 74 O.S. § 85.22C

List of all known business or familial relationships that currently exist or which existed within one year prior to the date on this form between any officer or director of the supplier and any officer or employee of the state agency listed on Page 1. State the names of persons with such relationships, their position within the organization, and the nature of such relationships.

- 1.
- 2.
- 3.

If no such relationships exist, check the box below:

☐ There are no known business or familial relationships that currently exist or which existed within one year prior to the date on this form between any officer or director of the supplier and any officer or employee of the state agency stated above.

Section 9 74 O.S. § 85.42(B)

Pursuant to 74 O.S. § 85.42(B), the supplier certifies that no person involved in any manner in the development, approval or negotiation of the contract, including change orders, extensions, renewals or amendments, while employed by the State of Oklahoma shall be employed or given anything of value to fulfill any services provided under the contract, including change orders, extensions, renewals or amendments.

SIGNATURE

By signing below, the undersigned duly authorized agent for the above-named bidder or supplier acknowledges this certification statement is executed for the purposes of one of the following:

- ☐ The competitive bid attached herewith and contract, if awarded to said supplier.
- ☐ The contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma Statutes.

I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct.

Supplier authorized signature		Certified this date	
Name		Email	
Title	Phone	Fax	



CITY OF NORMAN

Kids Space TSET GRANT

Item 1.

80

Item 2.

CITY OF NORMAN
Building an Inclusive Community

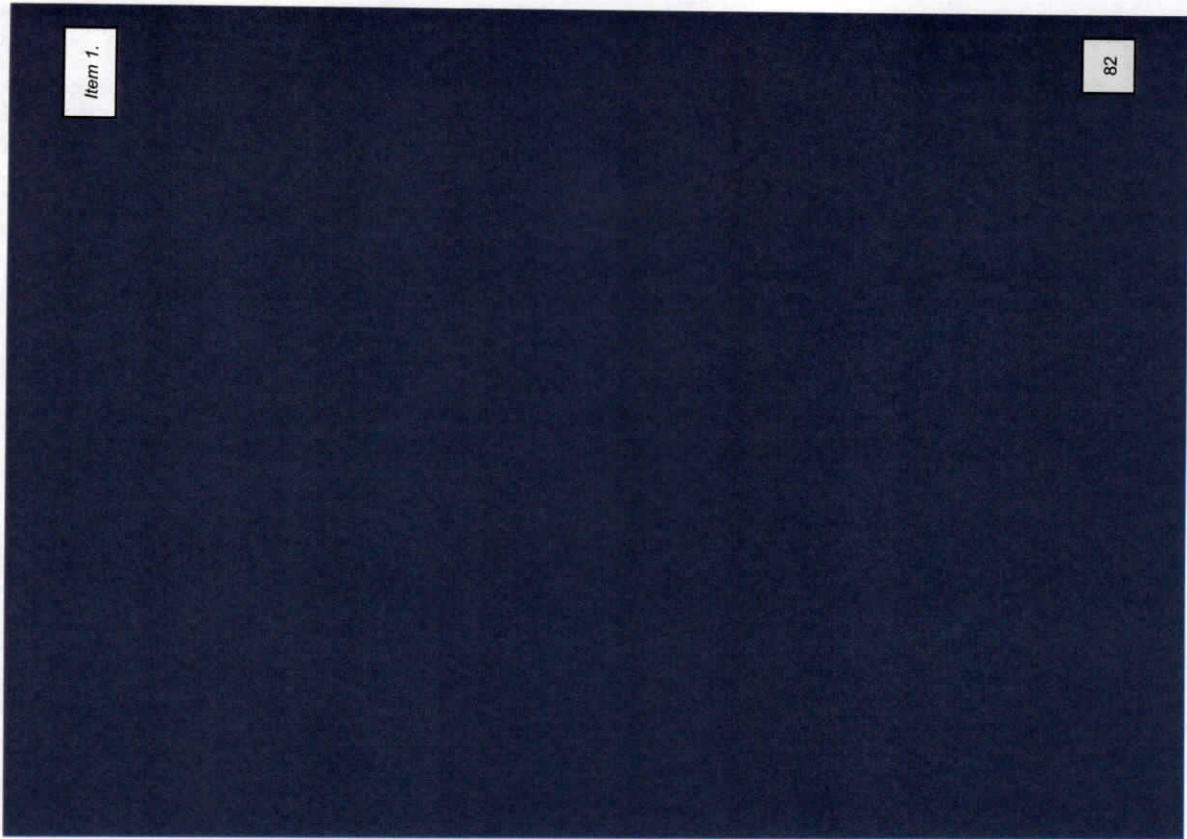


CITY OF NORMAN





CITY OF NORMAN



Item 1.

82

Item 2.





CITY OF NORMAN

TSET GRANT

Year 1 - \$299,000

(2026)

Year 2 - \$299,000

(2027)

\$598,000

City Portion - \$400,000

**Funded through the Norman Forward
Fund**

Item 1.

84

Item 2.



CITY OF NORMAN

Item 1.

TSET GRANT

Year 1

- Play Area - 5-12 y/o
- Fence
- Sidewalk
- Signage
- Artwall

Year 2

- Play Area - 2-5 y/o
- Public Art
- Fence
- Sidewalk
- Signage

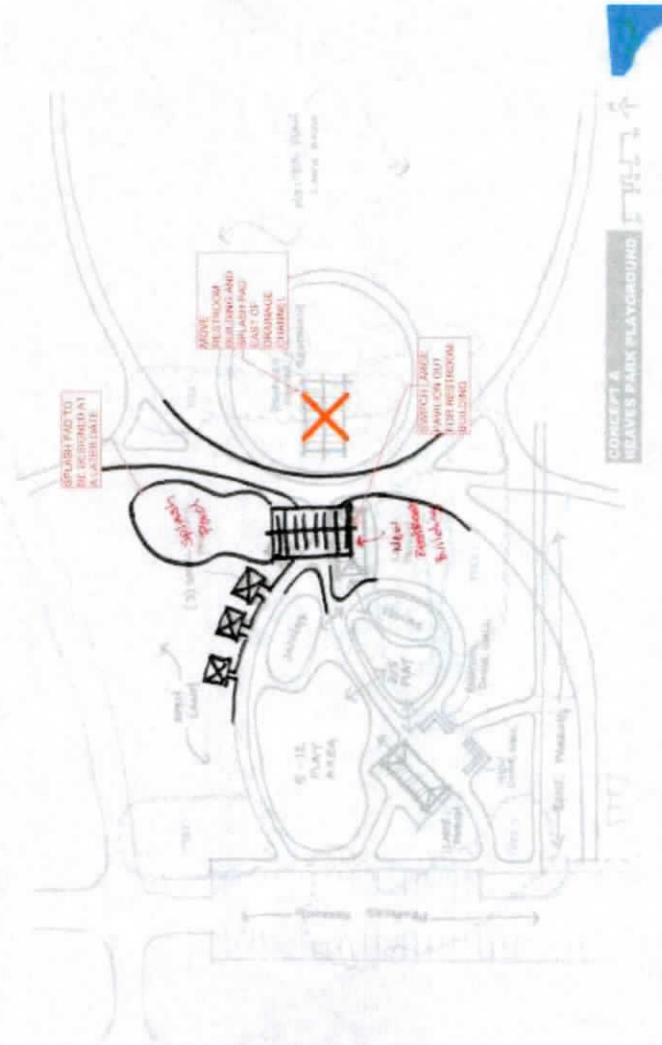
Misc. Projects

- Large Shelters*
- Small Shelters
- Restroom Building

*OU School of Architecture

85

Item 2.





CITY OF NORMAN

QUESTIONS



405-366-5472



ParksRec@NormanOK.gov



NormanParks.com

Item 1.

86

Item 2.



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, September 08, 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, NORMAN TAX INCREMENT FINANCE AUTHORITY, AND NORMAN PARKING AND TRANSIT 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

PLEDGE OF ALLEGIANCE

ROLL CALL

PROCLAMATIONS

1. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2627-7: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SUNDAY, SEPTEMBER 27, 2026, AS MONARCHS IN THE PARK DAY IN THE CITY OF NORMAN, AND CELEBRATING THE PATHWAYS FOR POLLINATORS AND PEOPLE PARTNERSHIP, THE ACCOMPANYING CONSERVATION GRANT PROGRAM, AND THE NEW CITY HALL POLLINATOR GARDENS AND MURAL.

2. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2627-8: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF SEPTEMBER 2026, AS HEALTHY AGING MONTH IN THE CITY OF NORMAN.
3. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND OR POSTPONEMENT OF PROCLAMATION P-2627-9: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SEPTEMBER 15, 2026, THROUGH OCTOBER 15, 2026, AS HISPANIC HERITAGE MONTH IN THE CITY OF NORMAN.
4. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2627-10: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF SEPTEMBER 2026, AS SUICIDE PREVENTION MONTH IN THE CITY OF NORMAN.
5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2627-11: PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF SEPTEMBER 17 THROUGH 23, 2026, AS CONSTITUTION WEEK 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 6 through Item 28 be placed on the consent docket.

APPROVAL OF MINUTES

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

CITY COUNCIL COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE MEETING MINUTES OF MAY 28, 2026, JUNE 25, 2026, AND MARCH 25, 2021.

CITY COUNCIL STUDY SESSION MEETING MINUTES OF JULY 20, 2021.

CITY COUNCIL BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING MINUTES OF FEBRUARY 2, 2023.

First Reading Ordinance

7. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-72 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 28-601 ("STANDARDS") OF ARTICLE 28-VI ("OFF-PREMISES SIGNS") WITHIN CHAPTER 28 ("SIGN REGULATIONS") OF THE CODE OF THE CITY OF NORMAN TO ADOPT CORRECTED LANGUAGE FULLY IMPLEMENTING PREVIOUSLY-APPROVED STANDARDS; AND PROVIDING FOR THE SEVERABILITY THEREOF.
8. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2627-2 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 TRACT OF LAND LYING IN THE SOUTHWEST QUARTER OF SECTION 16, TOWNSHIP 8 NORTH, RANGE 2 WEST, OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA FROM A PUD, PLANNED UNIT DEVELOPMENT AND PLACE THE SAME IN A PUD, PLANNED UNIT DEVELOPMENT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (4403 12th AVE S.E.; WARD 7)
9. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2627-3 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 TRACT OF LAND IN THE NORTHEAST 2.78 FEET OF LOT 5 AND ALL OF LOT 6, BLOCK 29, OF THE ORIGINAL TOWN OF THE CITY OF NORMAN, CLEVELAND COUNTY, STATE OF OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, AND PLACE SAME IN THE R-3, MULTIFAMILY DWELLING DISTRICT, AND PROVIDING FOR THE SEVERABILITY THEREOF. (404 E SYMMES; WARD 4)
10. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2627-9 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, AMENDING SECTION 24-403 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN TO FORBID DISTURBING THE PEACE OF ANOTHER BY LIGHT TRESPASS AS DEFINED THEREIN; AND PROVIDING FOR THE SEVERABILITY THEREOF.

Reports/Communications

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 THE RECEIPT OF THE ANNUAL REPORT FROM FIREHOUSE ART CENTER TO THE BOARD OF PARK COMMISSIONERS
13. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE ANNUAL REPORT FROM THE NORMAN OPTIMIST CLUB TO THE BOARD OF PARK COMMISSIONERS
14. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE ANNUAL REPORT FROM WESTWOOD GOLF AND GOLF MAINTENANCE TO THE BOARD OF PARK COMMISSIONERS

Court Order

15. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A COURT ORDER: A RECOMMENDATION FOR APPROVAL OF A COURT ORDER IN THE AMOUNT OF \$115,710.00 REGARDING SPENCER ALAN STEELE VS. THE CITY OF NORMAN, OKLAHOMA WORKERS' COMPENSATION COMMISSION CASE 2025-06683 Q.

Settlement

16. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2627-35: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY DONALD PACZOSA UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASES OF *DONALD PACZOSA V. THE CITY OF NORMAN*, WORKERS' COMPENSATION COMMISSION CASE 2026-00253 K; 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.

Donation

17. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION IN THE AMOUNT OF \$1,500.00 FROM BEST FRIENDS ANIMAL SOCIETY TO BE USED AT THE NORMAN ANIMAL WELFARE CENTER AND BUDGET APPROPRIATION.
18. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION IN THE AMOUNT OF \$500.00 FROM LINDA ESGAR TO BE USED AT THE NORMAN ANIMAL WELFARE CENTER.

19. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION IN THE AMOUNT OF \$1,520.00 FROM CHICKASAW DEPARTMENT OF COMMERCE TO BE USED AT THE NORMAN ANIMAL WELFARE CENTER.

Final Plat

20. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2627-4: APPROVAL OF THE FINAL SITE DEVELOPMENT PLAN AND FINAL PLAT, A REPLAT FOR LOT 4, BLOCK 1, UNIVERSITY NORTH PARK, SECTION XXI, A PLANNED UNIT DEVELOPMENT, (GENERALLY LOCATED 240-FEET SOUTH OF ROCK CREEK ROAD ON THE EAST SIDE OF 24TH AVENUE N.W. (WARD 8).

Contracts

21. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-1011-158: BY AND BETWEEN THE CITY OF NORMAN AND NEW CINGULAR WIRELESS PCS, L.L.C., FOR PARTIAL LEASE OF THE ROBINSON MONOPOLE COMMUNICATION TOWER LOCATED ON STREETS/STORMWATER FACILITY GROUNDS AT 668 E LINDSEY. (WARD 7)
22. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AUTHORIZATION OF WORK ORDER ONE FOR ON-CALL CONTRACT K-2526-73: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN AND GARVER L.L.C., IN THE AMOUNT OF \$305,951.00 TO PROVIDE ENGINEERING DESIGN SERVICES FOR THE FRANKLIN ROAD AND PORTER AVENUE ROUNDABOUT PROJECT AND BUDGET TRANSFER. (WARD 6)
23. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2627-53: A PROJECT AGREEMENT WITH THE OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT) FOR THE CONSTRUCTION OF THE TECUMSEH ROAD-24TH AVENUE NW AND FLOOD AVENUE INTERSECTIONS PROJECT AND ADOPTION OF RESOLUTION R-2627-33 ADOPTING THE ODOT PROJECT AGREEMENT; AND APPROPRIATION OF FUNDS. (WARD 8)
24. CONSIDERATION OF THE APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2627-56: CERTIFIED LOCAL GOVERNMENTS GRANT FUNDING IN THE AMOUNT OF \$8,875 TO BE USED FOR THE DEVELOPMENT AND SUPPORT OF LOCAL HISTORIC PROGRAMS, APPROVAL OF CONTRACT K- 2627-56 WITH THE OKLAHOMA HISTORICAL SOCIETY, STATE HISTORIC PRESERVATION OFFICE, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

25. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RATIFICATION OF CONTRACT TASK ORDER NUMBER FOUR TO CONTRACT K-2425-79: TO COLLECT STORM DEBRIS BETWEEN THE CITY OF NORMAN OKLAHOMA AND T.F.R ENTERPRISES, INC., AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

Resolutions

26. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF R-2627-29: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO SUBMIT A GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION'S FISCAL YEAR 2026 BUS AND BUS FACILITIES GRANT PROGRAM (5339b) TO UPGRADE CAD-AVL SOFTWARE FOR THE TRANSIT FLEET; AND EXPRESSING ITS COMMITMENT TO SEEK FUNDING FOR THE LOCAL MATCH IF SUCH GRANT IS AWARDED AND PROJECT APPROVED.
27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF R-2627-30: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO SUBMIT A GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION'S FISCAL YEAR 2026 BUS AND BUS FACILITIES 5339c PROGRAM FOR THE PURCHASE OF THREE 24-FOOT CNG CUTAWAY BUSES; AND EXPRESSING ITS COMMITMENT TO SEEK FUNDING FOR THE LOCAL MATCH IF SUCH GRANT IS AWARDED AND PROJECT APPROVED.
28. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2627-32: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, REQUESTING THE APPROPRIATION OF DONATED FUNDS IN THE AMOUNT OF \$15,000 FROM THE ANIMAL WELFARE DONATIONS ACCOUNT THE ANIMAL WELFARE ACCOUNT MINOR EQUIPMENT AND TOOLS-OTHER ACCOUNT FOR THE PURCHASE OF TWO NEW STORAGE SHEDS FOR THE NORMAN ANIMAL WELFARE CENTER.

NON-CONSENT ITEMS

Second Reading Ordinance

29. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-74 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 TRACT OF LAND IN THE WEST HALF OF SECTION SEVEN (7), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA AND BEING A PORTION OF LOT ONE (1), BLOCK ONE (1) OF CANADIAN TRAILS ADDITION AS RECORDED IN BOOK 15, PAGES 39 AND 40, PLAT RECORDS OF CLEVELAND COUNTY, FROM THE C-1, LOCAL COMMERCIAL DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (801 S CANADIAN TRAILS DRIVE; WARD 2)

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.

COUNCIL COMMENTS

ADJOURNMENT



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/08/2026

REQUESTER: Karla Sifton, 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 FIREHOUSE ART CENTER TO THE BOARD OF PARK COMMISSIONERS

BACKGROUND:

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

DISCUSSION:

The City has a Lease Agreement, K-2627-25, with FAC and pursuant to that agreement, FAC is able to receive supportive funding from the City, through Funding Disbursement Agreements (the current Funding Disbursement Agreement, K-2324-41), to assist with the operation of the Center, including the visual arts studios, adult and youth art education programs, a gift shop, and an exhibition gallery. FAC gave its annual presentation to the Board of Park Commissioners on August 6, 2026. Their presentation included information about their events, programming, rentals, and 2024-2025 financials.

RECOMMENDATION:

It is recommended that the City Council accept the Firehouse Art Center annual report for the 2025 calendar year.

File Attachments for Item:

12. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM FIREHOUSE ART CENTER TO THE BOARD OF PARK COMMISSIONERS



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/08/2026

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 OPTIMIST CLUB TO THE BOARD OF PARK COMMISSIONERS

BACKGROUND:

The Norman Optimist Club (NOC) is a non-profit organization dedicated to serving the youth of Norman and surrounding areas. NOC was established on February 7, 1974, and offers sports programs to include basketball, fall flag football and fall tackle football, spring volleyball, winter basketball, baseball, softball, fall sideline cheer and summer camps and clinics.

DISCUSSION:

The City has Contract K-1819-70 with the Norman Optimist Club (NOC) to manage the youth softball and baseball programs, the adult softball program and allows use of the fields at Reaves Park. NOC also provides youth basketball and volleyball programs at the Young Family Athletic Center (YFAC). NOC gave its annual presentation to the Board of Park Commissioners on May 7, 2026. Their presentation included information about their events, programming, rentals, and 2024-2025 financials.

RECOMMENDATION:

It is recommended that the City Council accept the Norman Optimist Club's (NOC) annual report for the 2025 calendar year.

File Attachments for Item:

13. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE ANNUAL REPORT FROM THE NORMAN OPTIMIST CLUB TO THE BOARD OF PARK COMMISSIONERS



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/08/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTERS: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE ANNUAL REPORT FROM WESTWOOD GOLF AND GOLF MAINTENANCE TO THE BOARD OF PARK COMMISSIONERS

DISCUSSION:

The Westwood Golf Course was designed in 1967 by golf architect Floyd Farley and later redesigned by Tripp Davis in 2003. The 6,200-yard course was recently renovated and features wide, tree-lined fairways and gently contoured greens, twenty (20) traps and several water hazards. The challenging, yet playable, course is perfect for the weekend golfer or the advanced competitor. Open year-round, Westwood is well-known throughout the metropolitan area as an excellent municipal golf course that consistently offers exceptional greens.

Along with the course itself, the facility features an on-site driving range (featuring "Lunch and Launch" on weekdays), practice putting and chipping greens, a clubhouse, a golf shop, a restaurant, and an outdoor scoreboard with an adjoining patio. Rates are affordable and tee times and professional lessons are both available daily. Every year, the course hosts The Westwood Invitational, a 3-day, 54-hole stroke-play tournament that usually takes place around July 4th. It is one of the state's largest and longest running tournaments.

DISCUSSION:

Westwood Golf and Golf Maintenance gave its annual presentation to the Board of Park Commissioners on August 6, 2026. Their presentation included information about their events, programming, and rentals.

RECOMMENDATION:

It is recommended that the City Council accept Westwood Golf and Golf Maintenance's annual report for the 2025 calendar year.

File Attachments for Item:

14. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE ANNUAL REPORT FROM WESTWOOD GOLF AND GOLF MAINTENANCE TO THE BOARD OF PARK COMMISSIONERS

City of Norman, OK

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



Meeting Agenda

Amended

Tuesday, September 22, 2026

6:30 PM

DIRECTOR OF PARKS AND RECREATION

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

City Council

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



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, September 08, 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, NORMAN TAX INCREMENT FINANCE AUTHORITY, AND NORMAN PARKING AND TRANSIT 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

PLEDGE OF ALLEGIANCE

ROLL CALL

PROCLAMATIONS

1. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2627-7: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SUNDAY, SEPTEMBER 27, 2026, AS MONARCHS IN THE PARK DAY IN THE CITY OF NORMAN, AND CELEBRATING THE PATHWAYS FOR POLLINATORS AND PEOPLE PARTNERSHIP, THE ACCOMPANYING CONSERVATION GRANT PROGRAM, AND THE NEW CITY HALL POLLINATOR GARDENS AND MURAL.

2. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2627-8: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF SEPTEMBER 2026, AS HEALTHY AGING MONTH IN THE CITY OF NORMAN.
3. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND OR POSTPONEMENT OF PROCLAMATION P-2627-9: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SEPTEMBER 15, 2026, THROUGH OCTOBER 15, 2026, AS HISPANIC HERITAGE MONTH IN THE CITY OF NORMAN.
4. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2627-10: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF SEPTEMBER 2026, AS SUICIDE PREVENTION MONTH IN THE CITY OF NORMAN.
5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2627-11: PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF SEPTEMBER 17 THROUGH 23, 2026, AS CONSTITUTION WEEK 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 6 through Item 28 be placed on the consent docket.

APPROVAL OF MINUTES

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

CITY COUNCIL COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE MEETING MINUTES OF MAY 28, 2026, JUNE 25, 2026, AND MARCH 25, 2021.

CITY COUNCIL STUDY SESSION MEETING MINUTES OF JULY 20, 2021.

CITY COUNCIL BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING MINUTES OF FEBRUARY 2, 2023.



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, September 22, 2026 at 6:30 PM

AGENDA

AMENDED

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, NORMAN TAX INCREMENT FINANCE AUTHORITY, AND NORMAN PARKING AND TRANSIT 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

PROCLAMATIONS

1. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2627-6: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER 2026, AS DOMESTIC VIOLENCE AWARENESS MONTH IN THE CITY OF NORMAN.

2. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2627-12: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER 2026, AS PEDESTRIAN SAFETY MONTH IN THE CITY OF NORMAN.
3. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2627-13: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER 2026, AS COMMUNITY PLANNING MONTH IN THE CITY OF NORMAN.
4. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2627-14: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER, 2026, AS NATIONAL BULLYING PREVENTION MONTH IN THE CITY OF NORMAN.
5. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2627-17: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF SEPTEMBER 28, 2026, TO OCTOBER 2, 2026, AS FINANCE AND ACCOUNTING APPRECIATION WEEK 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 6 through Item 33 be placed on the consent docket.

APPROVAL OF MINUTES

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

CITY COUNCIL MEETING MINUTES OF JUNE 23, 2026; JULY 14, 2026; JULY 28, 2026; AUGUST 11, 2026; AUGUST 25, 2026; AND SEPTEMBER 8, 2026.

NORMAN UTILITIES AUTHORITY MEETING MINUTES OF JUNE 23, 2026; JULY 14, 2026; JULY 28, 2026; AUGUST 11, 2026; AUGUST 25, 2026; AND SEPTEMBER 8, 2026.

NORMAN MUNICIPAL AUTHORITY MEETING MINUTES OF JUNE 23, 2026; JULY 14, 2026; JULY 28, 2026; AUGUST 11, 2026; AUGUST 25, 2026; AND SEPTEMBER 8, 2026.

NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF JUNE 23, 2026; JULY 14, 2026; JULY 28, 2026; AUGUST 11, 2026; AUGUST 25, 2026; AND SEPTEMBER 8, 2026.

NORMAN PARKING AND TRANSIT AUTHORITY MEETING MINUTES OF JUNE 23, 2026; JULY 14, 2026; JULY 28, 2026; AUGUST 11, 2026; AUGUST 25, 2026; AND SEPTEMBER 8, 2026.

CITY COUNCIL CONFERENCE MEETING MINUTES OF JULY 14, 2026; JULY 28, 2026; AUGUST 11, 2026; AND AUGUST 25, 2026.

CITY COUNCIL SPECIAL MEETING MINUTES OF JUNE 30, 2026, AND JULY 21, 2026.

First Reading Ordinance

7. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-65 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 TRACT OF LAND LYING IN THE SOUTHEAST QUARTER (SE/4) OF SECTION SIXTEEN (16), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA FROM A PUD, PLANNED UNIT DEVELOPMENT AND PART OF THE EAST HALF (E/2) OF THE SOUTHWEST QUARTER (SW/4) OF SECTION SIXTEEN (16), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, FROM A-2, RURAL AGRICULTURAL DISTRICT, AND THE NORTHWEST QUARTER (NW/4) OF SECTION SIXTEEN (16), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA FROM PL, PARK LAND DISTRICT, AND PLACE THE SAME IN THE R-1, SINGLE-FAMILY DWELLING DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (NEAR 12TH AVE SE AND CEDAR LANE RD; WARD 7)

8. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2627-14 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA ADDING SECTION 32-208 TO ALLOW BICYCLISTS TO SAFELY PROCEED THROUGH A STOP SIGN OR RED SIGNAL LIGHT; AND PROVIDING FOR THE SEVERABILITY THEREOF.

Reports/Communications

9. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF AUGUST 31, 2026, AND DIRECTING THE FILING THEREOF.
10. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF AUGUST 2026.
11. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.
12. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE CITIZENS PUBLIC SAFETY SALES TAX OVERSIGHT COMMITTEE ANNUAL REPORT FOR FYE 2026.
13. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM SOONER THEATRE TO THE BOARD OF PARK COMMISSIONERS.
14. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM MOORE-LINDSAY HISTORICAL HOUSE MUSEUM TO THE BOARD OF PARK COMMISSIONERS.

Authorization for Purchase

15. CONSIDERATION OF AUTHORIZATION, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT FOR THE PURCHASE OF LIFT STATION D REPLACEMENT PUMP FROM HAYNES EQUIPMENT COMPANY IN THE AMOUNT OF \$96,788.00, SOLE SOURCE AUTHORIZATION AS OUTLINED IN THE STAFF REPORT.

Surplus

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

Easement

17. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF TEMPORARY DRIVEWAY EASEMENT E-2627-22: IN THE AMOUNT OF \$0.00 FOR THE LINDSEY STREET SPECIAL CORRIDOR PROJECT FROM PICKARD AVENUE TO ELM AVENUE AS OUTLINED IN THE STAFF REPORT. (WARD 4 AND 7)

Return of Cash Surety

18. CONSIDERATION OF AWARDED, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE RETURN OF CASH SURETY FOR DEFERRED CONSTRUCTION OF LINDSEY STREET IN CONNECTION WITH LINDSEY CROSSING ADDITION (LOCATED AT 1901 WEST LINDSEY) (WARD 2).

Contracts

19. CONSIDERATION OF AWARDED, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2627-9, CONTRACT K-2627-2: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND HACIENDA DURAN CONSTRUCTION L.L.C., IN THE AMOUNT OF \$337,580.00 FOR THE FYE 2027 SIDEWALK CONCRETE PROJECTS, PERFORMANCE BOND B-2627-3; STATUTORY BOND B-2627-4; MAINTENANCE BOND MB-2627-2, AND ADOPTION OF RESOLUTION R-2627-1 GRANTING TAX-EXEMPT STATUS (CITY WIDE).
20. CONSIDERATION OF AWARDED, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2627-3 AND CONTRACT K-2627-5: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND OVERLAND CORPORATION DBA ELLSWORTH CONSTRUCTION, L.L.C., IN THE AMOUNT OF \$124,592.08 FOR THE TECHNOLOGY PLACE STREET EXTENSION - CURB AND GUTTER CONSTRUCTION PROJECT, PERFORMANCE BOND B-2627-9; STATUTORY BOND B-2627-10; MAINTENANCE BOND MB-2627-5, AND ADOPTION OF RESOLUTION R-2627-3 GRANTING TAX-EXEMPT STATUS. (WARD 5)
21. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AND OR POSTPONEMENT OF CONTRACT K-2526-27: BY AND BETWEEN THE CITY OF NORMAN AND THE CLEVELAND COUNTY HISTORICAL SOCIETY FOR THE USE OF CITY-OWNED FACILITIES LOCATED AT 508 NORTH PETERS STREET AND 123 BEAL STREET AS A MUSEUM AND LOCAL HISTORY RESEARCH FACILITY, WITH AUTOMATIC FIVE-YEAR RENEWALS FOR A MAXIMUM CONTRACT TERM OF TWENTY- FIVE YEARS.

22. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF BID 2627-7 AND CONTRACT K-2627-30: BY AND BETWEEN THE CITY OF NORMAN AND EMC SERVICES, L.L.C., IN THE AMOUNT OF \$351,684.00 FOR THE SUMMIT HOLLOW STORM SEWER REPLACEMENT PROJECT, PERFORMANCE BOND B-2627-28; STATUTORY BOND B-2627-29; MAINTENANCE BOND MB-2627-14, ADOPTION OF RESOLUTION R-2627-13 GRANTING TAX-EXEMPT STATUS; AND BALANCE TRANSFERS AS OUTLINED IN STAFF REPORT (WARD 1).
23. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2627-34: BY AND BETWEEN THE CITY OF NORMAN AND THE SOONER THEATRE OF NORMAN, INC., LOCATED AT 101 EAST MAIN STREET, FOR THE USE OF THE SOONER THEATRE FOR AN INITIAL ONE (1) YEAR TERM WITH AN OPTION OF FIVE (5) FIVE (5) YEAR RENEWAL TERMS FOR A MAXIMUM TERM OF TWENTY-FIVE (25) YEARS FROM THE INITIAL TERM.
24. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2627-49: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND HALLBROOKE DEVELOPMENT GROUP ONE, L.L.C., IN THE AMOUNT OF \$9,897.00 FOR THE PURCHASE OF ROADWAY RIGHT OF WAY PARCEL 1 FOR THE 36TH AVENUE NW (PHASE 3) WIDENING 2019 BOND PROJECT FROM INDIAN HILLS ROAD TO MOORE CITY LIMITS AND OF A WARRANTY DEED CONVEYING THE PROPERTY SUBJECT TO K-2627-49.
25. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2627-50: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND UPLANDS DEVELOPMENT CO., L.L.C., IN THE AMOUNT OF \$83,206 FOR THE PURCHASE OF ROADWAY RIGHT OF WAY PARCEL 2 FOR THE 36TH AVENUE NW (PHASE 3) WIDENING 2019 BOND PROJECT FROM INDIAN HILLS ROAD TO MOORE CITY LIMITS AND OF A WARRANTY DEED CONVEYING THE PROPERTY SUBJECT TO K-2627-50.
26. CONSIDERATION OF APPROVAL, REJECTION, AND/OR POSTPONEMENT OF CONTRACT K-2627-67: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN FIREHOUSE ART CENTER, INC. IN THE AMOUNT OF \$140,400.00 TO ASSIST WITH THE OPERATION OF THE FIREHOUSE ART CENTER.

Resolutions

27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2627-36: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$992,503.71 IN STBG-UZA-SAFETY FUNDING FOR VIDEO DETECTION UPGRADES (PHASE 6) AT VARIOUS INTERSECTIONS IN NORMAN.

28. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2627-37: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$1,668,832 IN STBG-UZA FUNDING FOR IMPROVEMENTS AND TRAFFIC SIGNAL MODIFICATIONS AT THE 36TH AVENUE NW INTERSECTION WITH TECUMSEH ROAD IN NORMAN.
29. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2627-38: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$900,240 IN STBG-UZA FUNDING FOR IMPROVEMENTS AND TRAFFIC SIGNAL INSTALLATION AT THE 36TH AVENUE NW INTERSECTION WITH CRAIL DRIVE IN NORMAN.
30. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2627-46: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$75,000 FROM THE OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT) AUDIT ADJUSTMENT PROJECT TO THE MAIN STREET LANDSCAPE MEDIANS RENOVATION PROJECT FOR THE REDISIGN OF THE LANDSCAPE ON THE TRAFFIC ISLANDS/MEDIANS ON WEST MAIN STREET BETWEEN COLLIER DRIVE AND 26TH AVENUE NW.
31. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2627-47: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA APPOINTING THE AD HOC PUBLIC SAFETY PLANNING AND FUNDING COMMITTEE TO EVALUATE SUSTAINABLE METHODOLOGIES FOR FUNDING LONG TERM PUBLIC SAFETY CAPITAL AND STAFFING NEEDS.
32. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2627-49: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA ACCEPTING SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION MENTAL HEALTH BLOCK GRANT FUNDS FROM THE OKLAHOMA DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES; AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO ENTER INTO ALL RELATED CONTRACTS WITH THE OKLAHOMA DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES; AND CONDITIONALLY APPROPRIATING FUNDS FOR THE PURPOSE THEREOF.
33. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2627-54: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$360,000 FROM THE YOUNG FAMILY ATHLETIC CENTER (YFAC) AND WESTWOOD FUNDS FOR EMERGENCY REPAIRS RESULTING FROM THE JULY 4, 2026 STORMS.

NON-CONSENT ITEMS

Preliminary Plat

34. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2627-2: PRELIMINARY PLAT FOR LUXNOVA L.L.C., GENERALLY LOCATED 1820-FEET SOUTH OF CEDAR LANE ROAD ON THE WEST SIDE OF CLASSEN BOULEVARD (U.S. HIGHWAY NO. 77) (WARD 7).

Second Reading Ordinance

35. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2627-3 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 THE TRACT OF LAND IN THE NORTHEAST 2.78 FEET OF LOT 5 AND ALL OF LOT 6, BLOCK 29, OF THE ORIGINAL TOWN OF THE CITY OF NORMAN, CLEVELAND COUNTY, STATE OF OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, AND PLACE SAME IN THE R-3, MULTIFAMILY DWELLING DISTRICT, AND PROVIDING FOR THE SEVERABILITY THEREOF. (404 E SYMMES; WARD 4)
36. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-72 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 28-601 ("STANDARDS") OF ARTICLE 28-VI ("OFF-PREMISES SIGNS") WITHIN CHAPTER 28 ("SIGN REGULATIONS") OF THE CODE OF THE CITY OF NORMAN TO ADOPT CORRECTED LANGUAGE FULLY IMPLEMENTING PREVIOUSLY-APPROVED STANDARDS; AND PROVIDING FOR THE SEVERABILITY THEREOF.
37. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2627-9 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, AMENDING SECTION 24-403 OF THE CODE OF ORDINANCES OF THE CITY OF NORMAN TO FORBID DISTURBING THE PEACE OF ANOTHER BY LIGHT TRESPASS AS DEFINED THEREIN; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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.

COUNCIL COMMENTS

ADJOURNMENT

File Attachments for Item:

13. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM SOONER THEATRE TO THE BOARD OF PARK COMMISSIONERS.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/22/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM SOONER THEATRE TO THE BOARD OF PARK COMMISSIONERS.

BACKGROUND:

The Sooner Theatre opened its doors for the first time in 1929 as the region's first movie theatre built to show talking pictures. Local architect Harold Gimeno spared no expense while building the Spanish Gothic-style building, spending over \$200,000. For nearly 50 years, The Sooner Theatre was the most popular movie theatre in the area until the mid-1970s, when multiplexes gained popularity and the single-screen Sooner could no longer meet the demand. In 1975, the Sooner Theatre closed and remained dark – nearly lost to the wrecking ball – until 1979, when a dedicated group of citizens refused to let the theater be lost and appealed to the City of Norman under the auspices of the non-profit organization The Sooner Theatre of Norman, Inc. The City agreed to purchase the Theatre and lease it to the organization. After the first phase of restoration, the Sooner Theatre reopened in 1982 as a community performing arts center.

The Sooner Theatre has become a beacon of light in the community's historic downtown Walker Arts District, impacting the lives of audiences and children each year.

DISCUSSION:

The City has Contract K-0203-146 with Sooner Theatre, Inc., to operate the vibrant performing arts venue, which offers a diverse range of productions and events, as well as adult and youth programs throughout the year. Sooner Theatre gave its annual presentation to the Board of Park Commissioners on September 3, 2026. Their presentation included information about their events, programming, rentals, and 2024-2025 financials.

RECOMMENDATION:

It is recommended that the City Council accept the Sooner Theatre FYE 2025 annual report.

File Attachments for Item:

14. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM MOORE-LINDSAY HISTORICAL HOUSE MUSEUM TO THE BOARD OF PARK COMMISSIONERS.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/22/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM MOORE-LINDSAY HISTORICAL HOUSE MUSEUM TO THE BOARD OF PARK COMMISSIONERS.

BACKGROUND:

The Moore-Lindsay Historical House Museum (MLHHM) opened in 1975 and is operated by the Cleveland County Historical Society. The MLHHM, located at 508 N. Peters Street, is a beautiful Victorian home that depicts the history of Norman from approximately 1890 to 1910. In the 1970s, when citizens in cities and towns across the United States became concerned about the deteriorating condition of older historic homes in their areas, many state and city governments formed historical preservation committees to help preserve homes and designate historic districts. Norman was one of those communities. The mayor of Norman established the "Mayor's Committee on Historic Preservation" to support Norman residents' efforts to preserve the city's history through its architecture. Working with members of the Historical Society, the city of Norman purchased the Moore-Lindsay House at 508 N. Peters in 1973. Soon after the purchase, the City allocated funds to renovate the House in its original Victorian style, which reflects Oklahoma's early settlement and statehood.

DISCUSSION:

The City has Contract K-8384-49 with the Cleveland County Historical Society to operate the Moore-Lindsay Historical House Museum (MLHHM), maintain artifacts and displays, and offer guided tours, programming, and education related to the early days and historical development of the City of Norman and Cleveland County. MLHHM gave its annual presentation to the Board of Park Commissioners on September 3, 2026. Their presentation included information about their events, programming, rentals, and 2024-2025 financials.

RECOMMENDATION:

It is recommended that the City Council accept the Moore-Lindsay Historical House Museum's annual report for the 2025 calendar year.

File Attachments for Item:

21. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AND OR POSTPONEMENT OF CONTRACT K-2526-27: BY AND BETWEEN THE CITY OF NORMAN AND THE CLEVELAND COUNTY HISTORICAL SOCIETY FOR THE USE OF CITY-OWNED FACILITIES LOCATED AT 508 NORTH PETERS STREET AND 123 BEAL STREET AS A MUSEUM AND LOCAL HISTORY RESEARCH FACILITY, WITH AUTOMATIC FIVE-YEAR RENEWALS FOR A MAXIMUM CONTRACT TERM OF TWENTY- FIVE YEARS.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 9/22/2026

REQUESTER: Jason Olsen, Parks and Recreation Director

PRESENTER: Jason Olsen, Parks and Recreation Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AND OR POSTPONEMENT OF CONTRACT K-2526-27: BY AND BETWEEN THE CITY OF NORMAN AND THE CLEVELAND COUNTY HISTORICAL SOCIETY FOR THE USE OF CITY-OWNED FACILITIES LOCATED AT 508 NORTH PETERS STREET AND 123 BEAL STREET AS A MUSEUM AND LOCAL HISTORY RESEARCH FACILITY, WITH AUTOMATIC FIVE-YEAR RENEWALS FOR A MAXIMUM CONTRACT TERM OF TWENTY- FIVE YEARS.

BACKGROUND:

The Cleveland County Historical Society has operated a museum and specialist local history research services from City-owned facilities: the Moore-Lindsay Historical House at 508 North Peters Street and the Carriage House at 123 Beal Street. The proposed agreement replaces the previous lease executed July 3, 1984, known as Contract K-8384-49.

DISCUSSION:

The Lease Agreement updates responsibilities, maintenance standards, supportive funding procedures, insurance, reporting, and termination provisions to reflect current practices and ensure transparency.

Key provisions include:

- **Property Covered:** 508 North Peters Street and 123 Beal Street, including contents listed in Exhibit A for Lessee's operational use.
- **Term:** Effective upon execution through June 30, 2027, followed by automatic five-year renewal terms for a maximum contract duration of twenty-five years from July 1, 2027, unless terminated pursuant to the agreement.
- **Use:** Continued operation of a public museum and specialist local history research facility for the mutual benefit of the City and the Historical Society.
- **Rent:** Annual rent of One Dollar and other valuable consideration, payable in advance on July 1 of each year.

- **Operations:** Lessee is solely responsible for museum management, artifact display, custodial care, and the employment of a qualified curator. The City may consider funding assistance through separate agreements approved by Council.
- **Supportive Funding:** Determined annually by the Board of Parks Commissioners based on a written proposal due by August 30. If allocated, funds are disbursed on or before October 31 and must be used for operational costs as proposed, with any unused funds to be returned.
- **Utilities:** Lessee is responsible for all utility costs, including water, sewer, trash, electricity, natural gas, telephone, and internet.
- **Maintenance and Repairs:**
 - **City:** Maintains structural elements, mechanical, electrical, plumbing, HVAC, fire, and security alarms, pest control, and landscaping, and responds to maintenance requests within ten days.
 - **Historical Society:** Maintains appearance and safety, performs emergency repairs estimated at or below 500 dollars outside business hours, and reimburses the City if the City performs required maintenance after notice.
- **Alterations and Improvements:** No alterations without prior written consent of the City. The City performs approved improvements-through approved contractors.
- **Recordkeeping and Reporting:** Annual report due by August 1 each contract year, addressing activities, mission and goals, fund balances, budget and expenditures, including supportive funding usage, board roster and officers, audit or tax documents, bylaws, and museum pricing. Lessee complies with the Oklahoma Open Records Act and provides agendas and minutes. Financial records are retained for seven years and made available upon request.
- **Termination and Non-Renewal:**
 - For cause with a sixty-day cure period.
 - For the convenience of the City, with one hundred fifty days' notice.
 - Non-renewal by either party with ninety days' written notice prior to June 30. Upon termination or expiration, Lessee returns the property in substantially the same condition, removes personal effects within forty-five days, and the City does not claim ownership of museum collections or archival materials.

This lease ensures the Cleveland County Historical House remains a vibrant community asset, provides clarity on operational responsibilities, and maintains transparency and accountability for public funding and facility use. Approval of this agreement will support the ongoing delivery of performing arts and cultural programming in Norman.

RECOMMENDATION:

It is recommended that the City Council approve Contract K-2627-27 with the Cleveland County Historical Society for the use of the Moore-Lindsay Historical House and the Carriage House for the Parks and Recreation Department.

K-2526-27

LEASE AGREEMENT

This Lease Agreement made and entered into this 12 day of September, 2026 (the "Effective Date"), by and between the City of Norman, Oklahoma, a municipal corporation, hereinafter called the "Lessor," and the Cleveland County Historical Society, a non-profit corporation offering specialist research, preservation and educational information services dealing with local history, hereinafter called the "Lessee."

WITNESSETH:

WHEREAS, Lessor is the owner of property and improvements located at 508 North Peters Street and 123 Beal Street, Norman, Cleveland County, Oklahoma, which property it has agreed to lease to Lessee for the term, uses and purposes and in accordance with all of the provisions hereof; and

WHEREAS, Lessee has agreed to lease from Lessor the above-described property for the term, uses and purposes and in accordance with all the provisions hereof; and

WHEREAS, the Parties hereto desire to replace the current lease agreement (Contract K-8384-49) executed on July 3, 1984, with this Lease Agreement, thereby making such former Contract K-8384-49 null and void.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties hereto agree as follows:

PROPERTY COVERED BY THIS LEASE

The property, of which Lessor is the owner, covered by this lease is: 1) 508 North Peters Street, Norman, Cleveland County, Oklahoma, and 2) 123 Beal Street, Norman, Cleveland County, Oklahoma, and the contents thereof purchased by the Lessor for Lessee's use more particularly described in Exhibit A - Lessor Property List, hereinafter called the "Property."

TERM

The Initial Term of this Agreement shall commence on the Effective Date and be effective until June 30, 2027. Thereafter, this Agreement shall renew automatically on July 1, 2027, for a five (5) year term, unless terminated pursuant to the provisions set forth herein (the "First Renewal Term"). Following expiration of the First Renewal Term, this Agreement shall renew automatically for an additional four (4) separate, consecutive five (5) year terms (each a "Renewal Term"), unless terminated pursuant to the provisions set forth herein, for a maximum contract term of twenty (25) years from July 1, 2027.

USES

The Property is let to Lessee by Lessor for the purpose of serving as a museum and as a facility for specialist research services dealing with local history for the mutual benefit of the parties.

RENT

K-2526-27

In consideration of the use, occupancy and possession of the Property by Lessee, Lessee agrees to pay and Lessor agrees to accept in the sum of One Dollar (\$1.00) and other valuable consideration per year, payable in advance of or on July 1, 2026, and on a like day each successive year thereafter.

Any change and any expansion of the Property must be approved in advance in writing by Lessor.

OPERATIONS

Lessee shall be solely responsible for the conduct and management of the joint museum within the Property and shall display all historical artifacts at its sole cost, risk and expense. Lessee shall be responsible for all custodial care of the building. Lessee shall employ a qualified person as the curator of the museum to advise and assist in the arrangement and display of the articles used and placed on display in the museum. Nothing in this provision shall be construed to prevent Lessee from requesting City funds to assist in the conduct of its activities.

Lessor may provide funding assistance to Lessee for the operation of the museum in accordance with annual budget requests submitted to the Council of the City of Norman, with any such Council approved funding assistance to be provided through separate Funding Disbursement Agreements.

SUPPORTIVE FUNDING

Lessor shall disperse supportive funding to Lessee to be used solely for the operational costs, which may include costs of utilities, of the museum. Such operational costs shall be the items specifically described in the written proposal for supportive funding, and Lessee agrees any supportive funding received shall be used only for such purposes. Any supportive funding not used for such operational costs will be subject to return to the City. The amount of supportive funding shall be determined by the Board of Park's Commissioners (the "Board") at their regularly scheduled meeting in September of each year. Lessee shall deliver a written proposal to the Board, no later than August 30 of the respective supportive funding year, demonstrating the extent of the need for financial support for the operational costs of the upcoming year. The Board will allocate supportive funding to Lessee from the Lessor's designated pool of funding designed to support all of Lessor's Community and Cultural Centers. Lessor shall disperse the allocated amount of supportive funding on or before October 31 of the respective supportive funding year.

UTILITIES

Lessee shall be solely responsible for all utility costs, including but not limited to, water, sewer, trash, electricity, natural gas, and telephone and internet during the Term of this Agreement.

REPAIRS AND MAINTENANCE

- (a) *Lessor's obligations.* Lessor shall provide or arrange for the provision of electrical, heating, ventilating, and air conditioning systems maintenance. At all times, Lessor, or its agents, contractors, or other designee, will maintain, operate, and keep in good repair and working order (i) all structural elements (such as exterior walls, load bearing elements, foundations,

K-2526-27

roofs, and structural columns or floors) of the Property, (ii) all mechanical, electrical, and plumbing systems that serve the Property, and (iii) fire and security alarms. Lessor shall also provide pest control and landscaping services for the Property. Lessor shall respond to written requests for maintenance by Lessee within ten (10) days of such request with an expected timeline for requested maintenance work.

- (b) *Lessee's obligations.* Except for maintenance as provided in Section (a) above, Lessee shall be obligated, without cost to Lessor, to maintain the Property and fixtures in good appearance, repair, and safe condition consistent with good business practices, industry standards, and in accordance with all applicable laws, rules, and regulations. All injury, breakage, or damage to the Property caused by any negligent or willful act or omission of Lessee or its agents, employees, officers, contractors, licensees, or invitees shall be repaired or replaced at Lessee's expense. Lessee shall also be responsible for any emergency repairs that arise outside of business hours where the cost of such repair is estimated to be Five Hundred Dollars (\$500.00) or less.

If Lessor determines that any maintenance of the Property for which Lessee is responsible is not satisfactory, Lessor shall so notify the Lessee in writing. If said maintenance is not performed within fifteen (15) days after receipt of the written notice, Lessor shall have the right to perform the maintenance and Lessee agrees to reimburse Lessor within thirty (30) days for the associated costs.

Lessee shall provide oral and written notice to Lessor upon discovery of any hazardous or dangerous or potentially hazardous or potentially dangerous condition(s) in the Property. Any hazardous or potentially hazardous condition in the Property caused by Lessee shall be fixed, removed, and/or disposed of immediately by Lessee, its agents, contractors, or other designee.

ALTERATIONS AND IMPROVEMENTS

Lessee shall not install, erect, change, alter, or make any improvements or alterations to the Property without the prior written consent of Lessor. Any improvements or alterations will be performed by Lessor or by persons approved by Lessor in writing prior to the improvements, alterations or changes to the Property.

LESSOR'S RIGHTS

Lessor, or its agents, shall have the right to enter the leased premises at any time and from time to time to examine the same or to make alterations and repairs, or for any purpose which it may deem necessary for the operation or maintenance of the building. Lessor shall provide ten (10) days' notice to Lessee prior to performing any alterations, repairs or associated maintenance, except in the event of an emergency requiring immediate access. If Lessor deems closure is warranted and necessary to perform such maintenance or repair operations, Lessor shall coordinate such closure with Lessee to ensure minimal impact to Lessee's operations while still responsibly and efficiently

K-2526-27

maintaining the Property. Lessor specifically retains the right to use or lease the Property in any way it desires which will not unreasonably interfere with Lessee's use of the Property, subject to mutual agreement of the parties, with Lessee's agreement not to be unreasonably withheld.

Lessee agrees that the Lessor's Director, or their designee, shall be an ex-officio member of the Lessee's Board of Directors. The Director, or their designee, shall be notified of any Board of Director meetings and shall receive a schedule of any pre-set Board of Director meetings for the calendar year within forty-five (45) days of the start of each calendar year.

INDEMNIFICATION

Lessee agrees to indemnify and hold harmless the Lessor, its officers, agents and employees from and against all liability for injuries or death to persons, legal expense or damage to property caused by Lessee's, its agents or employees management and operation of the museum; provided, however, that Lessee shall not be liable for injury, damage or loss occasioned by the sole negligence of the Lessor, its agents or employees. Lessee shall indemnify and hold harmless the Lessor, its officers, agents and employees from and against all claims, damages, suits, expenses, liability or proceedings of any kind whatsoever, including, without limitation, Worker's Compensation claims of or by anyone whomever, in any way resulting from, or arising out of, Lessee's acts, omissions or operations under or in connection with this Agreement or management and operation of the museum. It is understood that this indemnity and hold harmless provision is not limited by the insurance required under this Agreement.

NOTWITHSTANDING ANYTHING TO THE CONTRARY SET FORTH IN THIS LEASE, NEITHER PARTY SHALL BE LIABLE FOR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL LOSSES OR DAMAGES, FOR LOST REVENUES OR LOST PROFITS, OR FOR ANY OTHER SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR SIMILAR DAMAGES, IN EACH CASE ARISING OUT OF, RELATING TO OR RESULTING FROM (A) AN ACTUAL OR ALLEGED DEFAULT OR BREACH OF THIS LEASE, (B) THE OBLIGATIONS CONTEMPLATED UNDER THIS LEASE OR (C) THE RELATIONSHIP OF THE PARTIES HEREUNDER, IN EACH CASE EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND EACH PARTY HEREBY EXPRESSLY, IRREVOCABLY AND UNCONDITIONALLY RELEASES THE OTHER PARTY THEREFROM

INSURANCE

The Lessee shall, at its own expense, keep in force insurance of the following types, naming the Lessor as co-insured, and in not less than the following amounts, issued by a company or companies licensed to do business in Oklahoma and is of sound and adequate financial responsibility, against all liabilities arising out of or in connection with the Lessee's use of the Property, except when caused by the Lessor's sole negligence or that of its agents or employees, and shall furnish to the Lessor certificates evidencing such insurance subject to the limitations in respect to the Lessor's sole negligence and the Lessee shall furnish a certificate to the effect that

K-2526-27

such insurance shall not be changed or cancelled without ten (10) days' prior notice to the Lessor, said notice shall be written and shall be given by the Lessee, to wit:

- (a) Worker's Compensation Insurance as prescribed by State Statute, if applicable.
- (b) Provide liability insurance for both personal injury and property damage in limits prescribed by the Oklahoma Tort Claims Act (51 O.S. § 151 et seq.) and subsequent revisions thereto.

RECORDKEEPING AND REPORTING

Lessee shall supply an annual report to Lessor's Director and the Council of the City of Norman, through the Board of Parks Commissioners, no later than the first day of August of each contract term. The annual report shall include:

- (a) A narrative of the previous year's activity;
- (b) Lessee's mission statement and goals;
- (c) Lessee's beginning and ending fund balance;
- (d) Lessee's budget, which shall include revenue, maintenance, operating, and capital costs;
- (e) A detailed record of the previous year's expenditures, specifically highlighting how the supportive funding under this Agreement was utilized;
- (f) Lessee's current record of board members and officers, including those who can authorize expenditures;
- (g) Either an audit or tax documents for the previous year;
- (h) A copy of Lessee's Bylaws; and
- (i) Lessee's price schedule for the museum, including but not limited to, admission fees, class and program fees, and rental fees.

Lessee acknowledges that Lessor is subject to the Oklahoma Open Records Act, 51 O.S. 24A.1 et seq, as amended from time to time. Lessee agrees to comply and abide by the Oklahoma Open Records Act and shall submit copies of its agendas for and minutes from its meetings to Lessor within a reasonable time following posting or completion of such documents.

All detailed records associated with the operation and management of the museum shall be made available for review within ten (10) days by Lessee upon request from Lessor. Lessee agrees to maintain all financial records associated with the operation and management of the museum for a period of seven (7) years. These financial records shall be maintained in such detail as to account for gross receipts and expenditures for all significant operational activity.

TERMINATION

For Cause: This Agreement may be terminated by either party, upon written notice, in the event of substantial failure by the other party to perform in accordance with its material duties or obligations under this Agreement. The defaulting party shall have sixty (60) days after written notice is given, specifying the event of default under the Agreement, to cure the default. If the

K-2526-27

default is not cured to the complete satisfaction of the non-defaulting party, such party may terminate the Agreement.

For Convenience: Lessor may terminate this Agreement for any reason upon 150 days' written notice to Lessee. If the Lessor is cancelling this Agreement prior to the proposed effective date of cancellation, the Lessee shall be afforded a hearing before the Board of Park Commissioners, if requested in writing. The results of such hearing shall not be binding on the Lessor as constituting a limitation upon its power to cancel this Agreement.

Notice of non-renewal: Either party may terminate the continuation of this Agreement by providing written notice of its intention not to renew the Agreement at least ninety (90) days prior to the expiration (June 30) of the then current agreement year.

Upon the expiration or termination of this Lease Agreement, Lessee shall return the Property to Lessor in substantially the same condition as existed at the commencement of the lease term, reasonable wear and tear excepted. Lessee shall remove all of its personal equipment, property and other effects therefrom within forty-five business days (45) days from the expiration or termination of this Agreement, during which Lessor will provide Lessee with reasonable access to the Property for such purpose. In the event Lessee does not remove all of its personal effects within such timeline, Lessor may take possession of such items and utilize or dispose of them in Lessor's sole discretion without any liability to Lessee. Lessor shall, at no time, claim ownership of or dispose of museum collections or archival materials owned by or on loan to Lessee.

NOTICE

Any notice, demand, or other communication under this Agreement shall be sufficiently given or delivered when it is delivered personally, or within three (3) business days after it is deposited in the United States mail, registered or certified mail, postage prepaid, return receipt requested, to:

Lessor: Director of Parks and Recreation
225 N. Webster Ave.
Norman, OK 73070

Lessee: Cleveland County Historical Society President
508 N. Peters Ave.
Norman, OK 73069

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of the parties hereto.

MISCELLANEOUS

- (a) *Counterparts:* This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and constitute the same instrument.

K-2526-27

- (b) *Severability*: If any provision of this Agreement is determined to be unenforceable, invalid, or illegal, then the enforceability, validity, and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.
- (c) *Entire Agreement; Amendments*: This Agreement constitutes the entire agreement among the parties hereto and may not be amended or modified, except in writing, signed by each of the parties hereto.
- (d) *Governing Law; Venue*: This Agreement shall be governed and construed in accordance with the laws of the United States of America and the State of Oklahoma. The venue for any action under this Agreement shall be in the District Court of Cleveland County, Oklahoma, or the United States District Court for the Western District of Oklahoma. The parties agree to submit to the subject matter and personal jurisdiction of said court.
- (e) *Force Majeure*: Neither party shall be responsible nor liable for any delays or failures in performance from any cause beyond its reasonable control, including, but not limited to acts of God, changes to law or regulations, embargoes, war, terrorist acts, acts or omissions of a third party, riots, fires, earthquakes, floods, power blackouts, strikes, or weather events.
- (f) *Binding Effect*: All the terms, covenants and conditions hereof shall be binding upon and inure to the benefit of the respective successors and assigns of the parties hereto.
- (g) *Compliance with Laws*: Lessee shall be responsible for complying with all applicable federal, state, and local laws, rules, and regulations.
- (h) *Assignment and Sublease*: This Agreement shall not be assigned nor sublet by Lessee without the prior written consent of Lessor.
- (i) *Authority*: Each party hereto has the legal right, power and authority to enter into this Agreement. Each party's execution, delivery and performance of this Agreement has been duly authorized, and no other action is requisite to the valid and binding execution, delivery and performance of this Agreement, except as expressly set forth herein.
- (j) *Nondiscrimination*: Lessee agrees that it will not discriminate on the basis of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex.
- (k) *Non-waiver*: No failure on the part of either party to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise by either party of any right hereunder preclude any other or future exercise thereof or the

K-2526-27

exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to either party at law or in equity.

- (l) The provisions of this Lease Agreement shall supersede all former leases and agreements between the parties hereto, except for the most recent Funding Disbursement Agreement (K-2526-23).

In Witness Whereof, the parties hereunto set their hands and seals the date first above written. The parties agree that they may conduct the transaction by electronic means and hereby state that an electronic signature is valid and shall have the same force and effect as an original signature.

LESSEE: CLEVELAND COUNTY HISTORICAL SOCIETY

BY: 
President

ATTEST:


Secretary

LESSOR: CITY OF NORMAN

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

BY: _____
Mayor

ATTEST:

City Clerk

Approved as to form and legality this 17 day of September, 2026.


City Attorney

K-2526-27

EXHIBIT A
LESSOR PROPERTY LIST

1. Three (3) telephones – Yealink T33G IP Phone
2. Fifteen (15) security cameras and attached DVR (not including computer monitor attached to system)
3. Three (3) fire extinguishers
4. Six (6) space heaters
5. Refrigerator
6. Miscellaneous paint cans, about three (3) dozen
7. Shop vac

File Attachments for Item:

23. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2627-34: BY AND BETWEEN THE CITY OF NORMAN AND THE SOONER THEATRE OF NORMAN, INC., LOCATED AT 101 EAST MAIN STREET, FOR THE USE OF THE SOONER THEATRE FOR AN INITIAL ONE (1) YEAR TERM WITH AN OPTION OF FIVE (5) FIVE (5) YEAR RENEWAL TERMS FOR A MAXIMUM TERM OF TWENTY-FIVE (25) YEARS FROM THE INITIAL TERM.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 9/22/2026

REQUESTER: Jason Olsen, Parks and Recreation Director

PRESENTER: Jason Olsen, Parks and Recreation Director

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2627-34: BY AND BETWEEN THE CITY OF NORMAN AND THE SOONER THEATRE OF NORMAN, INC., LOCATED AT 101 EAST MAIN STREET, FOR THE USE OF THE SOONER THEATRE FOR AN INITIAL ONE (1) YEAR TERM WITH AN OPTION OF FIVE (5) FIVE (5) YEAR RENEWAL TERMS FOR A MAXIMUM TERM OF TWENTY-FIVE (25) YEARS FROM THE INITIAL TERM.

BACKGROUND:

The Sooner Theatre of Norman, Inc. has served the Norman community for decades by providing cultural programming, theatrical performances, arts education, and public events within the historic Sooner Theatre building located at 101 East Main Street. The facility has long been recognized by the community as a cultural landmark and a hub for performing arts.

The current lease agreement governing the use of the building (Contract K-8384-50) was executed on July 3, 1984, and is now outdated in both structure and operational expectations. A new lease agreement has been prepared to modernize terms, clarify responsibilities, and support long-term cultural programming in Downtown Norman.

DISCUSSION:

The proposed lease agreement establishes updated terms for the City's continued partnership with the Sooner Theatre of Norman, Inc., a nonprofit organization dedicated to cultural enrichment and arts programming. The structure and provisions parallel those of prior community cultural center leases, including Contract K-2627-25 for the Firehouse Art Center, ensuring consistency across Parks & Recreation-managed facilities.

Key Provisions Include:

Term

The lease commences upon Council approval and continues until June 30, 2027, with automatic five-year renewals for up to twenty-five (25) years unless terminated under the conditions outlined.

Rent

The Lessee will pay One Dollar (\$1.00) per year and provide additional community benefit through programming and cultural services, reflecting the City's ongoing commitment to supporting performing arts.

Uses

The property is leased for (1) preservation and maintenance of the building as a historic landmark, and (2) operation of cultural, entertainment, educational, or public service events benefiting the Norman community.

Operations

The Sooner Theatre is responsible for management, custodial care, staffing, programming, and procurement of all necessary equipment. The Lessee may request City funding assistance through annual budget requests and separate funding agreements.

Supportive

Funding assistance may be allocated through the Parks & Recreation Board's annual process, consistent with other Community and Cultural Centers. Funding amount(s) will be determined annually based on submitted proposals and available budget pools.

Utilities

The Lessee is responsible for all utility costs associated with the operation of the Sooner Theatre.

Maintenance

and

Repairs

- The City will maintain structural elements, mechanical systems, electrical systems, plumbing, fire/security alarms, and provide pest control and landscaping.
- The Lessee is responsible for routine upkeep and emergency repairs costing under \$500, including damage caused through operations.
- Requests for City maintenance must be submitted in writing; a response will occur within ten days.

Alterations

and

Improvements

Any alterations require prior written approval from the City. The City must supervise all improvements to ensure historical preservation standards.

Reporting

and

Transparency

The Lessee must provide annual reports, including a narrative of activities, mission/goals,

financials, expenditure details, bylaws, board membership, fee schedules, and applicable tax or audit documents. The organization must comply with the Oklahoma Open Records Act.

Termination:

The agreement includes termination for cause (with a cure period), termination for convenience with notice, and nonrenewal provisions, along with requirements to return the property in substantially the same condition as received.

Other**Provisions:**

Insurance obligations, indemnification, nondiscrimination, compliance with laws, ex-officio City representation on the board, and other general administrative provisions are included to ensure accountability and public stewardship.

This lease ensures the Sooner Theatre remains a vibrant community asset, provides clarity on operational responsibilities, and maintains transparency and accountability for public funding and facility use. Approval of this agreement will support the ongoing delivery of performing arts and cultural programming in Norman.

RECOMMENDATION:

It is recommended that the City Council approve Contract K-2627-34 with Sooner Theatre, Inc., for the use of the Sooner Theatre for the Parks and Recreation Department.

LEASE AGREEMENT

This Lease Agreement made and entered into this 1 day of July, 2026 (the "Effective Date"), by and between the City of Norman, Oklahoma, a municipal corporation, hereinafter called the "Lessor," and the Sooner Theatre of Norman, Inc., an Oklahoma non-profit corporation, hereinafter called the "Lessee."

WITNESSETH:

WHEREAS, Lessor is the owner of property and improvements located at 101 East Main Street, Norman, Cleveland County, Oklahoma, hereinafter called the "Property," which it has agreed to lease to Lessee for the term, uses and purposes and in accordance with all of the provisions hereof; and

WHEREAS, Lessee has agreed to lease from Lessor the Property for the term, uses and purposes and in accordance with all the provisions hereof; and

WHEREAS, the Parties hereto desire to replace the current lease agreement (Contract K-8384-50) executed on July 3, 1984, with this Lease Agreement, thereby making such former Contract K-8384-50 null and void.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties hereto agree as follows:

PROPERTY COVERED BY THIS LEASE

The Property, of which Lessor is the owner, covered by this lease is 101 East Main Street, Norman, Cleveland County, Oklahoma, which contains the building known as the Sooner Theatre.

TERM

The Initial Term of this Agreement shall commence on the Effective Date and be effective until June 30, 2027. Thereafter, this Agreement shall renew automatically on July 1, 2027, for a five (5) year term, unless terminated pursuant to the provisions set forth herein (the "First Renewal Term"). Following expiration of the First Renewal Term, this Agreement shall renew automatically for an additional four (4) separate, consecutive five (5) year terms (each a "Renewal Term"), unless terminated pursuant to the provisions set forth herein, for a maximum contract term of twenty (25) years from July 1, 2027.

USES

The Property is let to Lessee by Lessor for the purpose of: 1) preserving and maintaining the Property as a historic landmark, and 2) providing a public place for the holding of events promoting culture, entertainment, education or public service of interest and benefit to the community.

RENT

In consideration of the use, occupancy and possession of the Property by Lessee, Lessee agrees to pay and Lessor agrees to accept in the sum of One Dollar (\$1.00) and other valuable consideration per year, payable in advance of or on July 1, 2026, and on a like day each successive year thereafter.

Any change and any expansion of the Property must be approved in advance in writing by Lessor.

OPERATIONS

Lessee shall be solely responsible for the conduct and management of the Sooner Theatre within the Property and shall furnish all equipment, tools and supplies necessary for the proper conduct of the events and activities at the Sooner Theatre, at its sole expense. Lessee shall employ a qualified person as the director of the Sooner Theater to advise and assist in the arrangement of events at the Sooner Theatre. Lessee is permitted to charge and collect fees associated with the provision of events and activities at the Sooner Theatre. Lessee shall be responsible for all custodial care of the building. Nothing in this provision shall be construed to prevent Lessee from requesting City funds to assist in the conduct of its activities.

Lessor may provide funding assistance to Lessee for the operation of the Sooner Theatre in accordance with annual budget requests submitted to the Council of the City of Norman, with any such Council approved funding assistance to be provided through separate Funding Disbursement Agreements.

SUPPORTIVE FUNDING

Lessor shall disperse supportive funding to Lessee to be used solely for the operational costs, which may include costs of utilities, of the Sooner Theatre. Such operational costs shall be the items specifically described in the written proposal for supportive funding, and Lessee agrees any supportive funding received shall be used only for such purposes. Any supportive funding not used for such operational costs will be subject to return to the City. The amount of supportive funding shall be determined by the Board of Park's Commissioners (the "Board") at their regularly scheduled meeting in September of each year. Lessee shall deliver a written proposal to the Board, no later than August 30 of the respective supportive funding year, demonstrating the extent of the need for financial support for the operational costs of the upcoming year. The Board will allocate supportive funding to Lessee from the Lessor's designated pool of funding designed to support all of Lessor's Community and Cultural Centers. Lessor shall disperse the allocated amount of supportive funding on or before October 31 of the respective supportive funding year.

UTILITIES

Lessee shall be solely responsible for all utility costs, including but not limited to, water, sewer, trash, electricity, natural gas, and telephone and internet during the Term of this Agreement.

REPAIRS AND MAINTENANCE

- (a) *Lessor's obligations.* Lessor shall provide or arrange for the provision of electrical, heating, ventilating, and air conditioning systems maintenance. At all times, Lessor, or its agents, contractors, or other designee, will maintain, operate, and keep in good repair and working order (i) all structural elements (such as exterior walls, load bearing elements, foundations, roofs, and structural columns or floors) of the Property, (ii) all mechanical, electrical, and plumbing systems that serve the Property, and (iii) fire and security alarms. Lessor shall also provide pest control and landscaping services for the Property. Lessor shall respond to written requests for maintenance by Lessee within ten (10) days of such request with an expected timeline for requested maintenance work.
- (b) *Lessee's obligations.* Except for maintenance as provided in Section (a) above, Lessee shall be obligated, without cost to Lessor, to maintain the Property and fixtures in good appearance, repair, and safe condition consistent with good business practices, industry standards, and in accordance with all applicable laws, rules, and regulations. All injury, breakage, or damage to the Property caused by any negligent or willful act or omission of Lessee or its agents, employees, officers, contractors, licensees, or invitees shall be repaired or replaced at Lessee's expense. Lessee shall also be responsible for any emergency repairs that arise outside of business hours where the cost of such repair is estimated to be Five Hundred Dollars (\$500.00) or less.

If Lessor determines that any maintenance of the Property for which Lessee is responsible is not satisfactory, Lessor shall so notify the Lessee in writing. If said maintenance is not performed within fifteen (15) days after receipt of the written notice, Lessor shall have the right to perform the maintenance and Lessee agrees to reimburse Lessor within thirty (30) days for the associated costs.

Lessee shall provide oral and written notice to Lessor upon discovery of any hazardous or dangerous or potentially hazardous or potentially dangerous condition(s) in the Property. Any hazardous or potentially hazardous condition in the Property caused by Lessee shall be fixed, removed, and/or disposed of immediately by Lessee, its agents, contractors, or other designee.

ALTERATIONS AND IMPROVEMENTS

Lessee shall not install, erect, change, alter, or make any improvements or alterations to the Property without the prior written consent of Lessor. Any improvements or alterations must be performed by Lessor or by persons approved by Lessor in writing prior to the improvements, alterations or changes to the Property, and such improvements, alterations or changes shall be supervised by Lessor to ensure the historical integrity of the Property is maintained.

LESSOR'S RIGHTS

Lessor, or its agents, shall have the right to enter the leased premises at any time and from time to time to examine the same or to make alterations and repairs, or for any purpose which it may deem

necessary for the operation or maintenance of the building. Lessor shall provide ten (10) days' notice to Lessee prior to performing any alterations, repairs or associated maintenance, except in the event of an emergency requiring immediate access. If Lessor deems closure is warranted and necessary to perform such maintenance or repair operations, Lessor shall coordinate such closure with Lessee to ensure minimal impact to Lessee's operations while still responsibly and efficiently maintaining the Property. Lessor specifically retains the right to use or lease the Property in any way it desires which will not unreasonably interfere with Lessee's use of the Property, subject to mutual agreement of the parties, with Lessee's agreement not to be unreasonably withheld.

Lessee agrees that the Lessor's Director, or their designee, shall be an ex-officio member of the Lessee's Board of Directors. The Director, or their designee, shall be notified of any Board of Director meetings and shall receive a schedule of any pre-set Board of Director meetings for the calendar year within forty-five (45) days of the start of each calendar year.

INDEMNIFICATION

Lessee agrees to indemnify and hold harmless the Lessor, its officers, agents and employees from and against all liability for injuries or death to persons, legal expense or damage to property caused by Lessee's, its agents or employees management and operation of the Sooner Theatre; provided, however, that Lessee shall not be liable for injury, damage or loss occasioned by the sole negligence of the Lessor, its agents or employees. Lessee shall indemnify and hold harmless the Lessor, its officers, agents and employees from and against all claims, damages, suits, expenses, liability or proceedings of any kind whatsoever, including, without limitation, Worker's Compensation claims of or by anyone whomever, in any way resulting from, or arising out of, Lessee's acts, omissions or operations under or in connection with this Agreement or management and operation of the Sooner Theatre. It is understood that this indemnity and hold harmless provision is not limited by the insurance required under this Agreement.

NOTWITHSTANDING ANYTHING TO THE CONTRARY SET FORTH IN THIS LEASE, NEITHER PARTY SHALL BE LIABLE FOR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL LOSSES OR DAMAGES, FOR LOST REVENUES OR LOST PROFITS, OR FOR ANY OTHER SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR SIMILAR DAMAGES, IN EACH CASE ARISING OUT OF, RELATING TO OR RESULTING FROM (A) AN ACTUAL OR ALLEGED DEFAULT OR BREACH OF THIS LEASE, (B) THE OBLIGATIONS CONTEMPLATED UNDER THIS LEASE OR (C) THE RELATIONSHIP OF THE PARTIES HEREUNDER, IN EACH CASE EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND EACH PARTY HEREBY EXPRESSLY, IRREVOCABLY AND UNCONDITIONALLY RELEASES THE OTHER PARTY THEREFROM.

INSURANCE

The Lessee shall, at its own expense, keep in force insurance of the following types, naming the Lessor as co-insured, and in not less than the following amounts, issued by a company or

companies licensed to do business in Oklahoma and is of sound and adequate financial responsibility, against all liabilities arising out of or in connection with the Lessee's use of the Property, except when caused by the Lessor's sole negligence or that of its agents or employees, and shall furnish to the Lessor certificates evidencing such insurance subject to the limitations in respect to the Lessor's sole negligence and the Lessee shall furnish a certificate to the effect that such insurance shall not be changed or cancelled without ten (10) days' prior notice to the Lessor, said notice shall be written and shall be given by the Lessee, to wit:

- (a) Worker's Compensation Insurance as prescribed by State Statute, if applicable.
- (b) Provide liability insurance for both personal injury and property damage in limits prescribed by the Oklahoma Tort Claims Act (51 O.S. § 151 et seq.) and subsequent revisions thereto.

RECORDKEEPING AND REPORTING

Lessee shall supply an annual report to Lessor's Director and the Council of the City of Norman, through the Board of Parks Commissioners, no later than the first day of August of each contract term. The annual report shall include:

- (a) A narrative of the previous year's activity;
- (b) Lessee's mission statement and goals;
- (c) Lessee's beginning and ending fund balance;
- (d) Lessee's budget, which shall include revenue, maintenance, operating, and capital costs;
- (e) A detailed record of the previous year's expenditures, specifically highlighting how the supportive funding under this Agreement was utilized;
- (f) Lessee's current record of board members and officers, including those who can authorize expenditures;
- (g) Either an audit or tax documents for the previous year;
- (h) A copy of Lessee's Bylaws; and
- (i) Lessee's price schedule for the Sooner Theatre, including but not limited to, admission fees, class and program fees, and rental fees.

Lessee acknowledges that Lessor is subject to the Oklahoma Open Records Act, 51 O.S. 24A.1 et seq, as amended from time to time. Lessee agrees to comply and abide by the Oklahoma Open Records Act and shall submit copies of its agendas for and minutes from its meetings to Lessor within a reasonable time following posting or completion of such documents.

All detailed records associated with the operation and management of the Sooner Theatre shall be made available for review within ten (10) days by Lessee upon request from Lessor. Lessee agrees to maintain all financial records associated with the operation and management of the Sooner Theatre for a period of seven (7) years. These financial records shall be maintained in such detail as to account for gross receipts and expenditures for all significant operational activity.

TERMINATION

For Cause: This Agreement may be terminated by either party, upon written notice, in the event of substantial failure by the other party to perform in accordance with its material duties or obligations under this Agreement. The defaulting party shall have sixty (60) days after written notice is given, specifying the event of default under the Agreement, to cure the default. If the default is not cured to the complete satisfaction of the non-defaulting party, such party may terminate the Agreement.

For Convenience: Lessor may terminate this Agreement for any reason upon 150 days' written notice to Lessee. If the Lessor is cancelling this Agreement prior to the proposed effective date of cancellation, the Lessee shall be afforded a hearing before the Board of Park Commissioners, if requested in writing. The results of such hearing shall not be binding on the Lessor as constituting a limitation upon its power to cancel this Agreement.

Notice of non-renewal: Either party may terminate the continuation of this Agreement by providing written notice of its intention not to renew the Agreement at least ninety (90) days prior to the expiration (June 30) of the then current agreement year.

Upon the expiration or termination of this Lease Agreement, Lessee shall return the Property to Lessor in substantially the same condition as existed at the commencement of the lease term, reasonable wear and tear excepted. Lessee shall remove all of its personal equipment, property and other effects therefrom within forty-five business days (45) days from the expiration or termination of this Agreement, during which Lessor will provide Lessee with reasonable access to the Property for such purpose. In the event Lessee does not remove all of its personal effects within such timeline, Lessor may take possession of such items and utilize or dispose of them in Lessor's sole discretion without any liability to Lessee.

NOTICE

Any notice, demand, or other communication under this Agreement shall be sufficiently given or delivered when it is delivered personally, or within three (3) business days after it is deposited in the United States mail, registered or certified mail, postage prepaid, return receipt requested, to:

Lessor: Director of Parks and Recreation
225 N. Webster Ave.
Norman, OK 73070

Lessee: The Sooner Theatre of Norman, Inc., President
101 E. Main St.
Norman, OK 73069

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of the parties hereto.

MISCELLANEOUS

- (a) *Counterparts*: This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and constitute the same instrument.
- (b) *Severability*: If any provision of this Agreement is determined to be unenforceable, invalid, or illegal, then the enforceability, validity, and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.
- (c) *Entire Agreement; Amendments*: This Agreement constitutes the entire agreement among the parties hereto and may not be amended or modified, except in writing, signed by each of the parties hereto.
- (d) *Governing Law; Venue*: This Agreement shall be governed and construed in accordance with the laws of the United States of America and the State of Oklahoma. The venue for any action under this Agreement shall be in the District Court of Cleveland County, Oklahoma, or the United States District Court for the Western District of Oklahoma. The parties agree to submit to the subject matter and personal jurisdiction of said court.
- (e) *Force Majeure*: Neither party shall be responsible nor liable for any delays or failures in performance from any cause beyond its reasonable control, including, but not limited to acts of God, changes to law or regulations, embargoes, war, terrorist acts, acts or omissions of a third party, riots, fires, earthquakes, floods, power blackouts, strikes, or weather events.
- (f) *Binding Effect*: All the terms, covenants and conditions hereof shall be binding upon and inure to the benefit of the respective successors and assigns of the parties hereto.
- (g) *Compliance with Laws*: Lessee shall be responsible for complying with all applicable federal, state, and local laws, rules, and regulations.
- (h) *Assignment and Sublease*: This Agreement shall not be assigned nor sublet by Lessee without the prior written consent of Lessor.
- (i) *Authority*: Each party hereto has the legal right, power and authority to enter into this Agreement. Each party's execution, delivery and performance of this Agreement has been duly authorized, and no other action is requisite to the valid and binding execution, delivery and performance of this Agreement, except as expressly set forth herein.
- (j) *Nondiscrimination*: Lessee agrees that it will not discriminate on the basis of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex.

- (k) *Non-waiver*: No failure on the part of either party to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise by either party of any right hereunder preclude any other or future exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to either party at law or in equity.
- (l) The provisions of this Lease Agreement shall supersede all former leases and agreements between the parties hereto, except for the most recent Funding Disbursement Agreement (K-2425-82).

In Witness Whereof, the parties hereunto set their hands and seals the date first above written. The parties agree that they may conduct the transaction by electronic means and hereby state that an electronic signature is valid and shall have the same force and effect as an original signature.

LESSEE: THE SOONER THEATRE OF NORMAN, INC.

BY: J. H. M. M. M.
President-Executive Director

ATTEST:

[Signature]
Secretary

LESSOR: CITY OF NORMAN

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

BY: _____
Mayor

ATTEST:

City Clerk

Approved as to form and legality this 16 day of September, 2026.

[Signature]
City Attorney

From: Anne Cape anne.cape@mcafeetaft.com
Subject: Sooner Theatre Lease Execution Authorization
Date: Sep 3, 2026 at 4:43:23 PM
To: Jennifer Baker jennifer.baker@soonertheatre.com,
nancy@soonertheatre.com
Cc: j.lessley01@gmail.com

I, Anne Cape as President of the board of the Directors of the Sooner Theatre of Norman, Inc. (the "Company") attest that the Company's execution, delivery and performance of the Lease Agreement by and between the Company and the City of Norman, Oklahoma (the "Lease") and taking of any other actions necessary to effectuate the transactions contemplated by the Lease is authorized and approved.

Jennifer Baker, as Executive Director of the Company (the "Authorized Person") is hereby authorized, empowered, and directed to execute, certify, verify, acknowledge, and deliver the Lease and any other such documents and to take or cause to be taken any action on behalf of the Company that in such Authorized Person's judgment may be necessary to carry out the intent of these resolutions including, without limitation, any such document related to the Lease, in each such case, in such form and with such terms and with such additions, modifications and deletions as such Authorized Person deems advisable, with the approval of such form, terms, additions, modifications and deletions by him to be conclusively evidenced by his execution thereof and such execution to be conclusive evidence that the same shall have been authorized and approved by the Company in every respect.

Anne Cape
Attorney
(405) 552-2250 phone
(405) 235-0439 fax
8th Floor, Two Leadership Square
211 N Robinson Ave
Oklahoma City, Oklahoma 73102
anne.cape@mcafeetaft.com
www.mcafeetaft.com

McAfee & Taft

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File Attachments for Item:

26. CONSIDERATION OF APPROVAL, REJECTION, AND/OR POSTPONEMENT OF CONTRACT K-2627-67: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN FIREHOUSE ART CENTER, INC. IN THE AMOUNT OF \$140,400.00 TO ASSIST WITH THE OPERATION OF THE FIREHOUSE ART CENTER.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/22/2026

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AND/OR POSTPONEMENT OF CONTRACT K-2627-67: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN FIREHOUSE ART CENTER, INC. IN THE AMOUNT OF \$140,400.00 TO ASSIST WITH THE OPERATION OF THE FIREHOUSE ART CENTER.

BACKGROUND:

During the budgeting process for fiscal year 2026-2027 (FYE 2027), the City Council allocated an amount of \$380,043.00 to contribute to Arts, Culture, and Event Organizations, with individual distributions from said allocation to be issued by the Board of Parks Commissioners (the "Board") at their regularly scheduled meeting in August of each year. Organizations are required to apply to the Board for funding disbursements and demonstrate the extent of financial support requested for the upcoming funding year. One such organization was the Firehouse Art Center, and the Board approved a disbursement of \$140,400.00 at its September 3, 2026, meeting.

DISCUSSION:

The FYE 2027 Funding Disbursement Agreement (the "Agreement"), which comes before Council at this time, is the same basic form agreement for all organizations. The Agreement provides that the Firehouse Art Center will use City funds of \$140,400.00 to assist with the operation of the Center, including support for utilities costs, and to provide arts and education services to the community at such location.

The Agreement includes a reporting procedure by the organization to the Council of expenditures of the funds in an amount not to exceed \$140,400.00. The Agreement also provides for cancellation by either party with thirty (30) days' written notice. Specifically, it provides for the cancellation and return of any unexpended funds should the agency fail to use the funds for the purpose for which they are intended, or if the organization is dissolved or ceases to exist at any time during the contract period.

RECOMMENDATION:

Staff recommends that the Funding Disbursement Agreement submitted herewith be approved. Funds in the amount of \$140,400.00 should be disbursed from Park Board Miscellaneous Services-Contributions, account number 10770284-44741.

FUNDING DISBURSEMENT AGREEMENT

This Agreement is made and entered into on the ____ day of _____, 2026 (the "Effective Date"), by and between the City of Norman, Oklahoma, a municipal corporation, ("City") and the Norman Firehouse Art Center, Inc., ("Organization"), witnesseth:

- A. WHEREAS, in Contract No. K-2627-25, the City leases the property described as the Firehouse Art Center (the "Center"), located at 444 South Flood Avenue, Norman, Oklahoma, to the Organization at a nominal cost in exchange for the Organization to operate arts and crafts services and education at the Center; and
- B. WHEREAS, the Organization desires to provide said arts and crafts services and education to the community at the Center; and
- C. WHEREAS, pursuant to Contract No. K-2627-25, the Organization desires to secure supportive funding to aid in the operational and utilities costs of the Center; and
- D. WHEREAS, on September 3, 2026, the Board of Parks Commissioners approved the allocation of supportive funding in the amount of \$140,400.00 to the Organization for the purposes outlined in this Agreement;
- E. THAT IN CONSIDERATION for the performance by the Organization of the covenants and agreements as specified herein, the City covenants and agrees:
 - 1. To disperse to the Organization the sum of One Hundred Forty Thousand, Four Hundred and 00/100 Dollars (\$140,400.00) to be used to assist in operation, including costs of utilities, of the Center's arts and crafts services and education. Said funds shall be used for such purpose and for no other purpose.
 - 2. It is the intent of the City that the amount of funds dispersed be used as provided in the request attached hereto marked Exhibit "A" and made a part hereof.
- F. That in consideration for the performance of the covenants and agreements of the City as stated herein, the Organization covenants and agrees:
 - 1. That the Organization is a 501(c)(3) organization operating in accordance with the Internal Revenue Service regulations.
 - 2. To expend funds granted by the City only for the purposes as listed above in Section E.
 - 3. To allow a representative of the City to hold an ex-officio position on the Organization's Board of Directors.

4. To provide a written report, as required by Lease Agreement K-2627-25, on the activities of the Organization to the City no later than August 1 of every year. Said report shall also include documentation that the funds provided herein were spent solely for the purposes listed above in Section E, which are to benefit the citizens of the City.

G. It is further understood and agreed by both parties:

1. In the event the Organization is dissolved, all such funds not yet expended for the purposes provided herein shall immediately revert back to the City and the Organization shall immediately deliver such unexpended funds to the City.
2. The Organization agrees to keep accurate records of all receipts and collections of its income in a manner approved by the City. The Organization shall make such records available for inspection by the City at any time upon demand and shall submit such records to whomever the City may designate hereafter for the purpose of auditing such records.
3. In the event the Organization should mishandle the expenditure of funds as provided herein, such action will be considered a breach of this Agreement, and any unexpended funds as provided by this Agreement, from the date of notice by the City, shall immediately revert back to the City and the Organization shall immediately deliver such unexpended funds to the City.
4. This Agreement may be canceled by either party upon the giving of thirty (30) days written notice of cancellation to the other. Upon cancellation, any unexpended funds as provided by this Agreement, from the date of notice of cancellation, shall immediately revert back to the City and the Organization shall immediately deliver such unexpended funds to the City.

H. It is further understood and agreed by both parties that the Organization and any employee of the Organization is a separate entity from the City, the Organization and its employees are responsible for its actions, and the Organization agrees to indemnify and hold harmless the City from all fines, suits, proceedings, claims, demands, action, loss, and expense from liability of any kind whatsoever (including, but not limited to, attorney fees for costs incurred in litigation) and from any person whomsoever asserting the same arising or growing out of or in any way connected with the Organization's management, operation, and services.

I. The parties previously had in place Contract No. K-2324-41, as a Fund Disbursement Agreement. Upon approval and execution, this Contract No. K-2627-67 shall entirely supplant and replace Contract No. K-2324-41, which shall then be considered null and void by the Parties.

J. This Agreement shall commence upon the Effective Date and continue until a subsequent Funding Disbursement Agreement is executed between the parties.

K. There are no other terms, either express or implied, than those expressly stated herein.

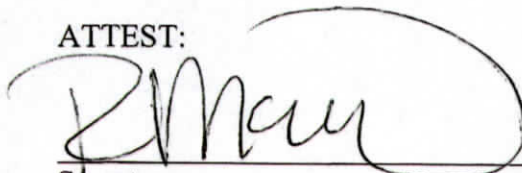
L. In witness hereof, the parties hereto have executed this Agreement on the day first above written.

THE NORMAN FIREHOUSE ART CENTER, INC.



President

ATTEST:



Secretary

THE CITY OF NORMAN

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

Mayor

ATTEST:

City Clerk

Approved as to form and legality by the office of the City Attorney this _____ day of _____, 2026.

City Attorney

annual report

2026



**FIREHOUSE
ART CENTER**
SERVING THE COMMUNITY SINCE 1970

Fiscal Year: September 1, 2024 – August 31, 2025
City of Norman and Parks and Recreation

File Attachments for Item:

30. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2627-46: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$75,000 FROM THE OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT) AUDIT ADJUSTMENT PROJECT TO THE MAIN STREET LANDSCAPE MEDIANS RENOVATION PROJECT FOR THE REDISIGN OF THE LANDSCAPE ON THE TRAFFIC ISLANDS/MEDIANS ON WEST MAIN STREET BETWEEN COLLIER DRIVE AND 26TH AVENUE NW.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 9/22/2026

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-2627-46: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$75,000 FROM THE OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT) AUDIT ADJUSTMENT PROJECT TO THE MAIN STREET LANDSCAPE MEDIANS RENOVATION PROJECT FOR THE REDISIGN OF THE LANDSCAPE ON THE TRAFFIC ISLANDS/MEDIANS ON WEST MAIN STREET BETWEEN COLLIER DRIVE AND 26TH AVENUE NW.

BACKGROUND:

The 2025-26 Capital Improvement Plan included funding for an ODOT Audit Adjustment Project. This funding has been set aside to pay any additional amounts owed for projects completed as a joint ODOT and City of Norman project. Once those projects are complete, an audit is performed, and if there are overages, the City will use the remaining funds to cover the overage.

The Parks and Recreation Department has started work on a project to redesign the landscape for the traffic islands/medians on west Main Street between Collier Drive and 26th Avenue NW (the location of a "Welcome to Norman" sign). The first median redesign was completed and constructed last year when crews were working on Main Street to replace road and drainage infrastructure at the Merkle Creek crossing. City staff took advantage of that contractor's work, which required removing some of the existing median landscape as part of their project. It removed all the old sod, landscape beds/soil, and irrigation, replacing them with new material. The new plants are a mixture of native plants, ornamental stone mulch, and boulders, with minimal irrigation and no sod. As a result, there have been greatly reduced maintenance and irrigation costs, and a higher survival rate, compared to the ornamental plant material and sod that used to be in that area. Staff is working on designs for the remaining medians and will always seek to take advantage of other projects to collaborate on the work, if possible. We will also look to partner with local businesses on costs, if possible.

DISCUSSION:

As part of the current construction project for the new Quick Trip store at the southwest corner of 26th Avenue NW, their crews proposed extending the left-turn lane on westbound Main Street to improve traffic flow once the store opens and more people try to turn left. City staff attended a pre-construction meeting where we discussed the process of making this traffic median the next one to be renovated. In return for removing several damaged and declining trees in that median, we would allow the contractor to utilize the cleared median to more safely stage their equipment and crews. At the same time, they worked on the turn lane extension project they were already going to do. This also allowed us to disconnect and cut back the irrigation on the island that watered the trees and sod in that median, and to plan for the replacement landscape while they did their work.

Part of the new design will include a large flagpole behind the Welcome sign, along with the native plant palette, which will include a mix of trees, grass, and perennial plants, along with a more efficient irrigation system and decorative stone mulch and boulders. A separate contractor will be used to remove the remaining median soil to a depth that eliminates the old roots of the diseased trees and the aggressively invasive bermudagrass that used to be on that island.

In recent weeks, construction of the turn lane extension has been completed, and it is now time to proceed with the landscape replacement described above. The cost estimate for the remaining work is \$75,000, which also includes purchase and installation of the new 60-foot flagpole at the west end of the median—to be seen from the I-35 corridor as part of our “Welcome” sign.

At this time, we are proposing to pay for this median renovation using a portion of those funds from the ODOT Audit Adjustment Project by transferring them into a new capital project to be used solely for west Main Street median work, as funds are made available by the city or any partner organizations that may wish to help complete a project on any of the other medians in the coming years.

RECOMMENDATION:

City Staff recommends approval of Resolution Number R-2526-46 to transfer \$75,000 from the ODOT Audit Adjustment Project TR0068 (Account No. 50595535-46101) to a new Main Street Median Landscape Renovation Project PR0175 (Account No. 50793375-46101), to be used for the completion of the 26th Avenue NW and Main Street median landscape renovation.

R-2627-46

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$75,000 FROM THE OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT) AUDIT ADJUSTMENT PROJECT TO THE MAIN STREET LANDSCAPE MEDIANS RENOVATION PROJECT FOR THE REDISIGN OF THE LANDSCAPE ON THE TRAFFIC ISLANDS/MEDIANS ON WEST MAIN STREET BETWEEN COLLIER DRIVE AND 26TH AVENUE NW.

- § 1. WHEREAS, the City of Norman's 2025-26 Capital Improvement Plan included funding for the ODOT Audit Adjustment Project to address additional costs identified through audits of completed joint ODOT and City of Norman projects; and
- § 2. WHEREAS, the Parks and Recreation Department is redesigning the traffic medians along West Main Street between Collier Drive and 26th Avenue NW with native plants, ornamental stone mulch, boulders, and efficient irrigation systems to reduce maintenance and irrigation costs and improve plant survival; and
- § 3. WHEREAS, the City coordinated with the contractor for the West Main Street turn lane extension near the southwest corner of 26th Avenue NW to facilitate median renovation work, including the removal of declining trees, existing sod, invasive bermudagrass, and diseased tree roots; and
- § 4. WHEREAS, the City proposes to transfer \$75,000 from the ODOT Audit Adjustment Project to a new capital project dedicated to the West Main Street median renovation, including landscape improvements and the installation of a 60-foot flagpole as part of the City's "Welcome to Norman" sign.

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

- § 5. That the following transfer be made for the reasons stated above.

<u>Losing Account</u>	<u>Gaining Account</u>	<u>Amount</u>
ODOT Audit Adjustment Project Account: 50-595535-4601	Main Street Median Landscape Renovation Project (number PR0175) Account: 50-793375-4601	\$75,000

PASSED AND APPROVED this 22nd day of September 2026.

Mayor, Stephen T. Holman

ATTEST:

City Clerk



File Attachments for Item:

33. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2627-54: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$360,000 FROM THE YOUNG FAMILY ATHLETIC CENTER (YFAC) AND WESTWOOD FUNDS FOR EMERGENCY REPAIRS RESULTING FROM THE JULY 4, 2026 STORMS.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/22/2026

REQUESTER: Lance Harper, Facilities and Construction Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2627-54: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$360,000 FROM THE YOUNG FAMILY ATHLETIC CENTER (YFAC) AND WESTWOOD FUNDS FOR EMERGENCY REPAIRS RESULTING FROM THE JULY 4, 2026 STORMS.

BACKGROUND:

Severe storms occurring on July 4th caused significant damage across Norman, including impacts to Parks and Recreation facilities. The City's two largest recreation sites - Westwood Park and the Young Family Athletic Center (YFAC) experienced significant damage due to the high winds from this storm system.

DISCUSSION:

The July 4th storms produced wind, lightning, and significant water issues affecting roofs, fencing, outdoor sports equipment, lighting, shade structures, trees, landscaping, and park furniture components at both Westwood Park, which includes golf, aquatics, and tennis, and the outdoor components at the YFAC. Also included in the damage at Westwood Park is the EMSTAT building, which collapsed due to the high winds, and that structure needs to be demoed.

Estimated damage is as follows:

YFAC - \$60,000

Westwood Park - \$275,000

EMSTAT Structure Demo - \$25,000

The requested transfer of \$360,000 would all originate from the General Fund – Fund Balance (account number 10-29000) with transfers of \$150,000 to Westwood Pool – Storm Recovery Materials (account number 29970133-43141), \$150,000 to Westwood Pool - Storm Recovery Services (account number 29970133-44722), \$30,000 to YFAC Admin – Storm Recovery

Materials (account number 24770412-43141), and \$30,000 to YFAC Storm Recovery Services (account number 24770412-44722).

RECOMMENDATION:

It is recommended that the City Council approve Resolution R-2627-54, which transfers a total of \$360,000 to both the YFAC and the Westwood Funds, as outlined in the staff report.

R-2627-54

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, TRANSFERRING \$360,000 FROM THE GENERAL FUND TO BE USED FOR EMERGENCY REPAIRS AT THE YOUNG FAMILY ATHLETIC CENTER AND WESTWOOD PARK FOR DAMAGE FROM THE JULY 4, 2026 STORMS.

- § 1. WHEREAS, both the Young Family Athletic Center (YFAC) and Westwood Park have endured significant and unanticipated costs from the July 4 2026 storms and resulting damage to fencing, structures and trees this fiscal year; and
- § 2. WHEREAS, the estimated damage to the YFAC is \$60,000 which included wind damage to outdoor sports equipment, fencing, lighting, furniture, landscaping; and
- § 3. WHEREAS, the estimated damage to Westwood Park is \$300,000 which included wind damage to roofing, fencing, significant tree damage, shade structures, outdoor sports equipment, fencing, the EMSTAT Building; and
- § 4. WHEREAS, it is necessary to transfer \$360,000 to the Storm Recovery accounts in both the YFAC and Westwood Park cost centers to make necessary repairs and pay contractors at those locations.

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

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

<u>Account Name</u> (Gaining Account)	<u>Losing Account</u>	<u>Gaining Account</u> <u>Number</u>	<u>Amount</u>
Storm Recovery – Materials	General Fund – Fund Balance 10-29000	Westwood Pool 29970133-43141	\$150,000
Storm Recovery – Services	General Fund – Fund Balance 10-29000	Westwood Pool 29970133-44722	\$150,000
Storm Recovery – Materials	General Fund – Fund Balance 10-29000	YFAC Admin 24770412-43141	\$30,000
Storm Recovery – Services	General Fund – Fund Balance 10-29000	YFAC Admin 24770412-44722	\$30,000

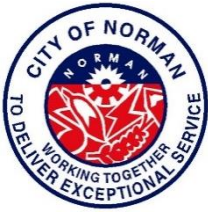
PASSED AND ADOPTED this 22nd day of September 2026

Mayor

ATTEST:

City Clerk





CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/01/2026

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE RETREAT AT NORMAN ADDITION

BACKGROUND:

The Retreat at Norman Addition is located in the southwest $\frac{1}{4}$ of Section 9, Township 8 North, Range 2 West of the Indian Meridian. It is located at the southeast corner of the intersection of State Highway 9 and 12th Avenue Southeast (see map). This preliminary plat proposes a student housing development with 190 units of apartments and duplexes (see site plan). Based on this unit count and housing type, the development would be required to dedicate 0.8408 acres of public parkland at this density. A private park development would be twice the public amount, or 1.6816 acres. The development will generate \$14,250 in Neighborhood Park Development Fees and the same amount in Community Park Development Fees. A private park decision would only collect the Community Park Fees.

DISCUSSION:

The developer would like to pursue a private park decision and has shown sufficient land on the preliminary plat to satisfy this request. The proposed private park areas are currently planned to have walking paths with bench seating in some spots, two pickleball courts, a small dog park, a picnicking cabana with grills and tables, and some unprogrammed outdoor spaces (room to play catch, set up lawn games, or any other outdoor activities), which will be available for residents. The total amount of land in the Private Park Land is approximately 2.05 acres, exceeding the required amount. The builder must also provide proof/records of construction completion for all amenities shown as installed and paid for, once approved. It should also be noted that the developer is not proposing to include the pond area near the development's entry, nor the clubhouse and pool in the middle of the development, as part of the private park, since such spaces do not count as park land. However, there are additional recreational/open spaces that would be beyond the required private parkland.

This Addition is in an area that is somewhat isolated from other public parks. The nearest public parks are Songbird (in Cedar Lane Addition) and Eagle Cliff. However, both are approximately a mile south of this addition. Oak Tree South Park is a bit closer, but it is on the north side of State Highway 9, which means those going there would have to cross that traffic along the way. This is a good reason why a private park decision makes sense for those who will live at The Retreat at Norman.

RECOMMENDATION:

City Staff recommends that the Norman Board of Park Commissioners accept the private park decision for The Retreat at Norman Addition, provided that the improvements shown on the plat are completed by the builder, as required by ordinance with any Private Park Decision.



THE RETREAT AT NORMAN
3060 CLASSEN BLVD.
NORMAN, OKLAHOMA

SMC

SMC Consulting Engineers, P.C.
815 West Main • Oklahoma City, OK 73106
PH: 405-963-7981 FAX: 405-963-7625
Website: www.smcoc.com

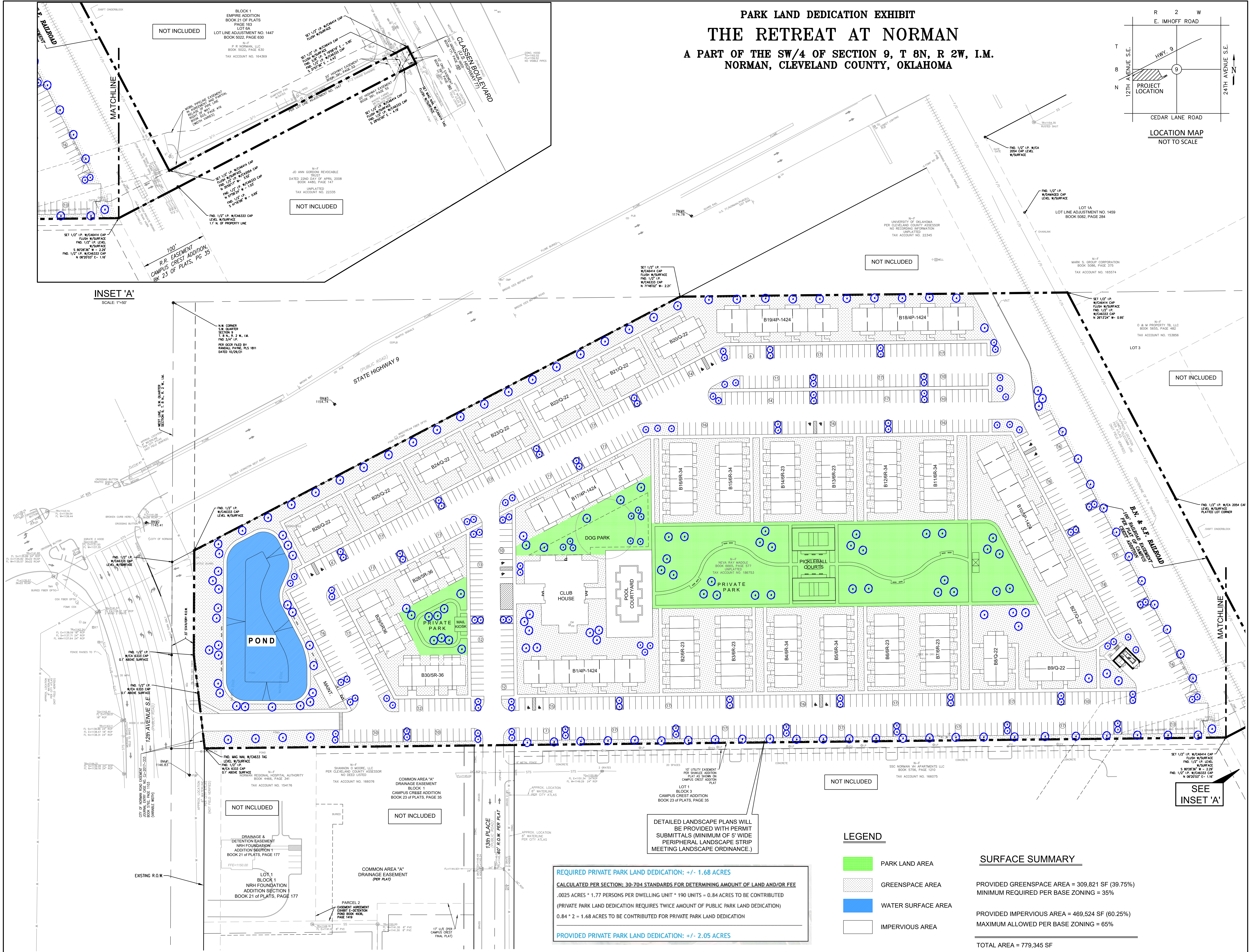
OIL & GAS CERTIFICATE OF AUTHORIZATION NO. 464 EXP. 6/30/2026

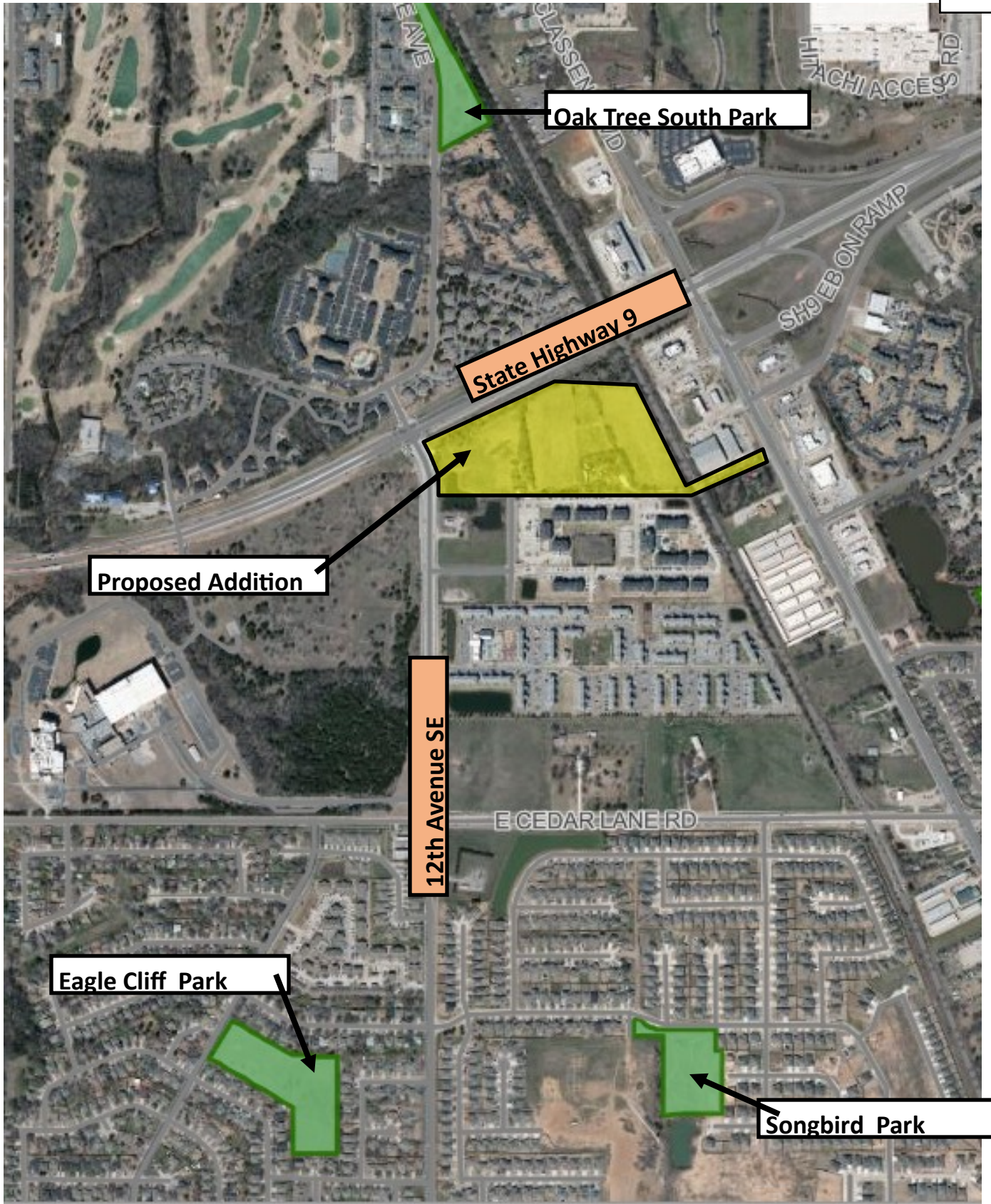
No.	Description	Date
	Revision	By

DRAWN BY: TN
ENGINEER: MUHAMMAD A. KHAN
P.E. NUMBER: 151518

DATE: 09/24/2026
SCALE: AS SHOWN
PROJECT NO.: 6701.00

**PARK LAND DEDICATION
EXHIBIT**





LOCATION MAP
THE RETREAT AT NORMAN ADDITION



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/1/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Leslie Nottingham, Executive Director, Norman Arts Council

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

DISCUSSION:

Since 1976, the Norman Arts Council has supported Norman's rich history of public art, events, and arts education. NAC exhibits, art walks, arts education experiences, and festivals draw more than 1,000,000 visitors each year to a community that supports and understands that the arts make Norman beautiful.

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.

RECOMMENDATION:

Staff recommends submitting the Norman Arts Council annual report to the City Council once the Board of Park Commissioners has accepted it.

NAC Public Arts Committee

October 1, 2026

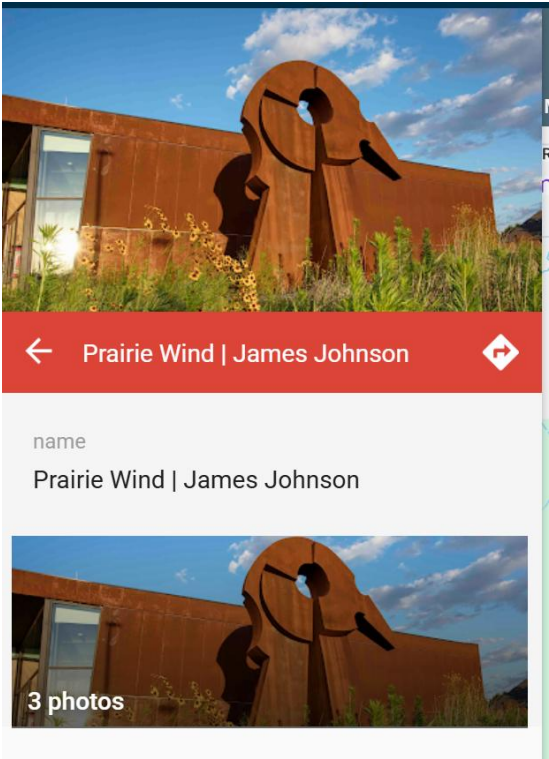
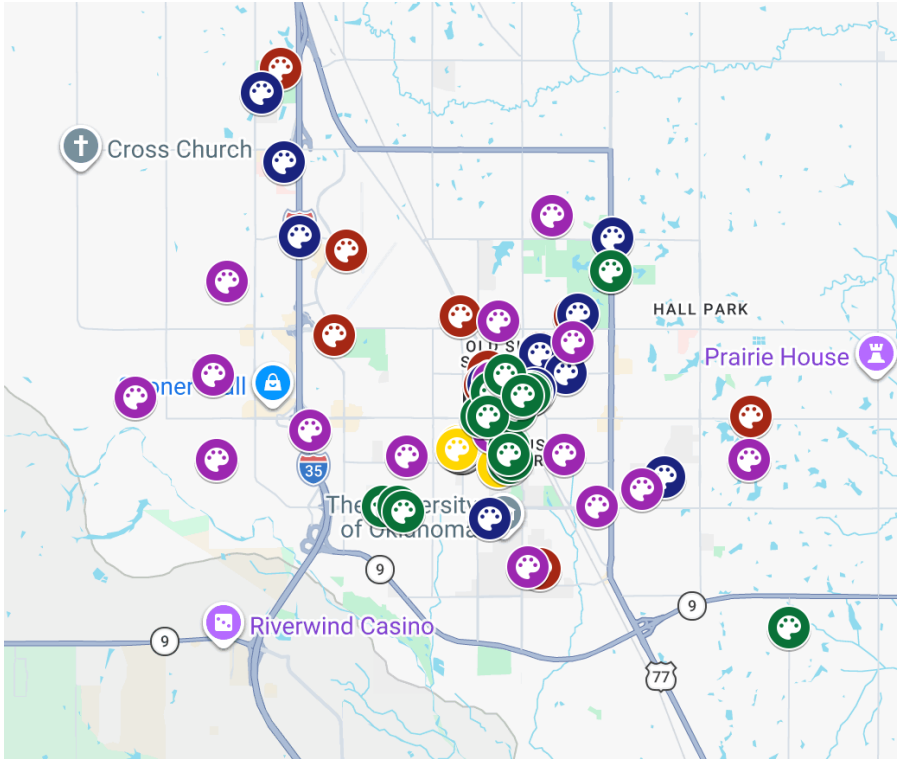
Project Updates



The Norman Arts Council's (NAC) mission is to advance the arts to enrich the quality of life and economic growth in our community



Public Art Map



Public Art Voiceovers

Item 4.

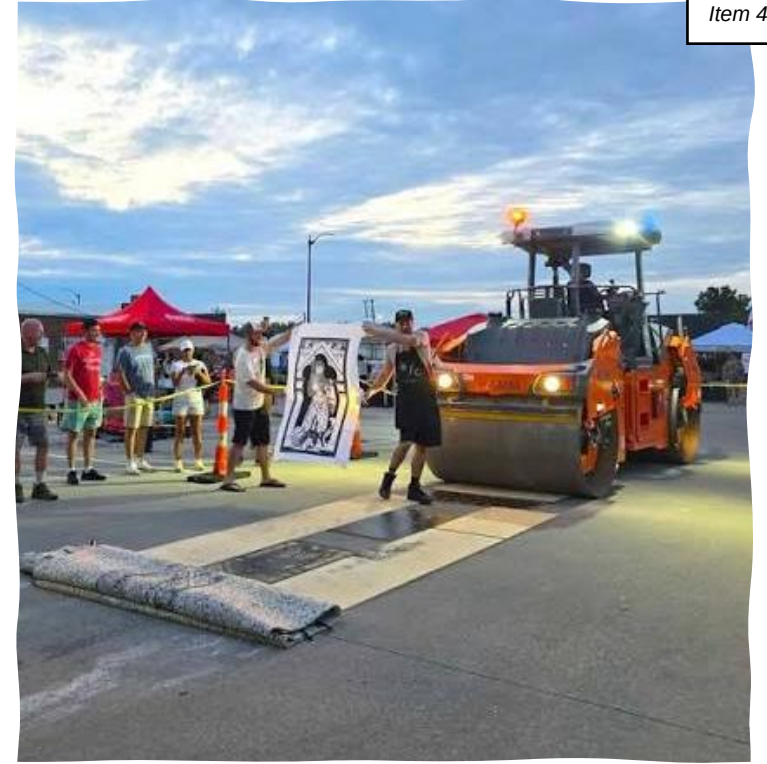


10 Voiceovers were created by Erin Yeaman for the Norman Forward Projects. Yeaman interviewed all of the artists and researched the pieces creating a 2-3 minute listening experience to help viewers connect with the artwork. Plans are in place to continue adding other public art pieces.

Erin Yeaman is a professional voice actor, children's audiobook narrator, and Kennedy Center Music Award-winning cellist based in Norman, Oklahoma



Condition Reports on Ducks Complete



Item 4.

Ink the Block 2025

8th Annual Artful Inlets 2026



Bike Rack refurbishment complete!



Item 4.







Mural Incentive Funds

Starting Amount	\$66,125.50
Loveworks	\$10,000
Yellow Dog	\$1,200
Well's Christmas	\$10,000

- Remaining as of July 1, 2026:
\$44,925.50

EDO Mural – OU Mural Class



Projects underway in 2025/2026

Black History Plaza Artwork

5 Artist finalists
Site Visit on August 13
Proposals due in Oct
Selection to be made Oct 2026
Installation and dedication in time for
Juneteenth Celebrations

University Town Center Artwork



Gray Street Barrier Wall Murals

RFQ Posting today!
6 Muralist or teams
3 walls divided into two
Applications due December 2
8 Finalists with a \$350 fee for rendering
Due Feb 15
Final selections made Feb 20
Installation 3rd week of April during
NMF



Norman Arts Council

Statement of Activity
July, 2025-June, 2026

	Total
Revenue	
Art in Public Places Donations	5,673.00
Earned Income	
2nd Friday Vendors	15,622.17
Gallery Rentals	950.00
Gallery Sales	18,068.38
Total for Earned Income	\$34,640.55
Foundation/Grant Income	
OAC ARPA Grant	94,151.96
OAC Grant	13,770.00
Other Grants	31,000.00
Total for Foundation/Grant Income	\$138,921.96
Fundraising Event, Net	
Fundraising Event Expenses	-14,931.29
Fundraising Event Income	\$24,780.98
Board Giving	3,259.86
Corporate (Under \$1,000)	12,955.74
Individual	12,014.01
Partners (Corp giving over \$1,000)	50,500.00
Total for Fundraising Event Income	\$103,510.59
Total for Fundraising Event, Net	\$88,579.30
Hotel/Motel Funds	
Grants	552,000.00
NAC Hotel Admin	203,700.00
NAC Programs	102,700.00
NAC Promo	62,000.00
Total for Hotel/Motel Funds	\$920,400.00
Interest	13,936.21
Reserve	50,000.00
Total for Revenue	\$1,252,151.02
Gross Profit	\$1,252,151.02

Expenditures	
2nd Friday Fees	5,906.76
Bad Debt	1,000.00
Bank Charges	2,679.26
Communications	7,888.02
Consultants	95,938.42
Contract Labor	5,640.00
Dues/Subscriptions	10,564.72
Education	500.00
Employee Benefits	19,598.55
Equipment Rental (Copy machine)	2,795.32
Executive Director Ops Budget	2,968.57
Gallery Commissions	9,941.34
Gallery Maintenance	7,200.63
Gallery Openings	1,959.40
Gallery Supplies	3,145.39
H/M Grants	552,000.00
Insurance	5,066.00
Legal and Accounting	52,937.60
Meeting Expense	6,002.49
Office Supplies	1,801.29
PAB Expense	34,090.66
Payroll Expenses	\$1,500.00
Bonuses	2,720.09
Company Contributions	
Retirement	3,062.18
Total for Company Contributions	\$3,062.18
Taxes	17,869.00
Wages	227,371.82
Total for Payroll Expenses	\$252,523.09
Postage	5,280.24
Program Artistic Fees	50,903.52
Publicity/Promotion	\$21,454.81
KGOU	10,000.00
Total for Publicity/Promotion	\$31,454.81
Rent	57,000.00
Small Grants	712.00
Utilities	9,929.07
Total for Expenditures	\$1,237,427.15
Net Operating Revenue	\$14,723.87
Other Revenue	
Insurance Claim Expenses	-2,948.27
Insurance Claim Proceeds	2,948.27
Total for Other Revenue	\$0.00
Other Expenditures	
Fraudulent Charge	5,000.00
Total for Other Expenditures	\$5,000.00
Net Other Revenue	-\$5,000.00
Net Revenue	\$9,723.87

Norman Arts Council FY 2025 - 2026 Budget

Item 4.

	General	Hotel	Hotel	Public Art	Marketing	Arts Ed	2nd Friday	Gallery	Strategic	FY 25/26	FY 24/25	FY 24/25
	Admin	Admin	Grants			Programs			Planning	Budget	Budget	Projections
Income												
SOS Funds Resticted Released												
One-time City Arts Reserve Ask										0	50,000	50000
Art in Public Places Donations City				5,000						5,000	5,000	9,156
City Public Art 50th Donation				100,000						100,000	0	0
Fundraising Events - ONE	65,000									65,000	60,000	0
Interest	8,500									8,500	8,500	8,500
pARTners (Corp giving over \$1,000)	5,000			30,000		5,000				40,000	20,000	12,000
Hotel Motel Funds												
NAC Admin		203,700								203,700	167,000	167,000
Hotel Grants			552,000							552,000	535,500	535,500
NAC Programs				30,000		34,000	17,000	21,300		102,300	135,000	135,000
NAC Promo					62,000					62,000	55,000	55,000
Annual Contributions												
Individual	20,000			15,000						35,000	20,000	18,000
Corporate (\$1,000 and under)	4,000			15,000						19,000	4,000	6,000
Board	3,000									3,000	3,000	1,900
Foundation/Grant Income												
OAC Grant	10,759						5,000	8,830		24,589	20,000	20,000
OAC ARPA Grant	37,661									37,661	37,661	37,661
Other Grants						5,000		20,000		25,000	5,000	25,000
Earned Income												
2nd Friday Vendor Fees	10,000									10,000	10,000	10,000
Gallery Sales	25,000									25,000	25,000	6,000
Gallery Rentals	500									500	500	500
Total Income	189,420	203,700	552,000	195,000	62,000	44,000	22,000	50,130	0	1,318,250	1,185,750	1,097,217

Norman Arts Council FY 2025 - 2026 Budget

Item 4.

	General Admin	Hotel Admin	Hotel Grants	Public Art	Marketing	Arts Ed Programs	2nd Friday	Gallery	Strategic Planning	FY 25/26 Budget	FY 24/25 Budget	FY 24/25 Projections
Expenses												
Small Grants		10,000								10,000	9,420	9,420
2nd Friday Vendor Fees	5,000									5,000	5,000	5,000
Bank/Credit Card Fees	3,000									3,000	3,000	1,672
PAB Expense				180,000						180,000	30,000	54,921
Artistic Fees: Programs						42,000		20,330		62,330	53,330	43,640
Gallery Openings	1,500						5,000			6,500	6,500	2,000
Gallery Maintenance	500							5,300		5,800	2,500	1,000
Gallery Commissions	17,500									17,500	17,500	7,000
Communications	1,500	5,000								6,500	6,500	6,500
Dues & Subscriptions		1,500								1,500	1,000	1,250
Education/Professional Development/Advocacy		7,500								7,500	7,500	1,000
Equipment Rental (Copy Machine)		2,500								2,500	2,500	2,500
Executive Director Operating Budget		7,500								7,500	7,500	3,000
Fundraising Events Expenses	7,500									7,500	7,500	7,500
Hotel Motel Grants			552,000							552,000	535,500	535,500
Insurance	1,500	5,000								6,500	6,500	6,500
Legal and Accounting	16,000	40,000								56,000	45,000	42,000
Meeting Expenses	4,500	6,000								10,500	5,500	2,600
Office Supplies	1,500	4,000								5,500	5,500	8,051
Payroll Expenses	87,154	67,700		15,000	30,000	2,000	13,000	19,000		233,854	233,735	202,716
Benefits (insurance, phone)	23,000									23,000	18,685	7,057
Consultants (arts sector)	16,000									16,000	100,000	98,000
Postage	3,000									3,000	1,500	1,500
KGOU					5,000					5,000	5,000	5,000
Publicity/Promotion					27,000					27,000	20,000	9,000
Gallery Utilities							4,000	5,500		9,500	4,500	8,830
Rent		57,000								57,000	54,000	54,000
Total Expenses	189,154	203,700	552,000	195,000	62,000	44,000	22,000	50,130	0	1,327,984	1,195,170	1,127,158
Net Income/(Loss)	266	0	0	0	0	0	0	0	0	266	28,613	
										Plus a \$80,000 reserve		

FUB - Checking 9407 Bank Balance Starting 7/1/2025: 181,036.74 Ending Balance 6/30/2026: \$176,946.08									
Date	Ref No.	Payee	Memo	Class	Payment	Deposit	Balance	Type	Account
04/21/2026		Norman Arts Council		Programs:Hotel/Motel:Public Arts		15,000.00	176,946.08	Deposit	Hotel/Motel Funds:NAC Programs
04/20/2026	3122	Erin Yeaman	Voiceovers	Programs:Hotel/Motel:Public Arts	5,000.00		161,946.08	Check	PAB Expense
04/20/2026	3121	Alexandra Weaver	Artful Inlets 2026	Programs:Hotel/Motel:Public Arts	750.00		166,946.08	Check	PAB Expense
04/20/2026	3120	MaKayla Burdick	Artful Inlets 2026	Programs:Hotel/Motel:Public Arts	750.00		167,696.08	Check	PAB Expense
04/20/2026	3119	Anabella Herrera	Artful Inlets 2026	Programs:Hotel/Motel:Public Arts	750.00		168,446.08	Check	PAB Expense
04/20/2026	3118	Jordan Morris	Artful Inlets 2026	Programs:Hotel/Motel:Public Arts	750.00		169,196.08	Check	PAB Expense
04/20/2026	3117	Samuel Roy Douglas	Artful Inlets 2026	Programs:Hotel/Motel:Public Arts	750.00		169,946.08	Check	PAB Expense
03/27/2026				Programs:Hotel/Motel:Public Arts	0		170,696.08	Check	PAB Expense
03/27/2026	3116	Topps Powder Coating	Invoice 26347	Programs:Hotel/Motel:Public Arts	1,313.20		170,696.08	Check	PAB Expense
10/16/2025		Norman Arts Council				15,000.00	172,009.28	Deposit	
09/22/2025	3098	Manda Dickinson	Block Party Murals	Programs:Hotel/Motel:Public Arts	2,000.00		157,009.28	Check	PAB Expense
08/04/2025	3096	Topps Powder Coating	Invoice 25620	Programs:Hotel/Motel:Public Arts	827.46		159,009.28	Check	PAB Expense
08/04/2025	3095	BAILEETHE KID, LLC	Silo Payment	Programs:Hotel/Motel:Public Arts	10,000.00		159,836.74	Check	PAB Expense
07/07/2025	3093	Loveworks		Programs:Hotel/Motel:Public Arts	10,000.00		169,836.74	Check	PAB Expense
07/07/2025	3092	Yellow Dog Coffee Company	MIP	Programs:Hotel/Motel:Public Arts	1,200.00		179,836.74	Check	PAB Expense

Norman Arts Council
Transaction Report
July, 2025-June, 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
PAB Expense							
07/07/2025	Check	3092	Yellow Dog Coffee Company	MIP	PAB Expense	FUB - Checking 9407	1,200.00
07/07/2025	Check	3093	Loveworks	MIP	PAB Expense	FUB - Checking 9407	10,000.00
08/04/2025	Check	3095	BAILEETHEKID, LLC	Silo Payment	PAB Expense	FUB - Checking 9407	10,000.00
08/04/2025	Check	3096	Topps Powder Coating	Invoice 25620	PAB Expense	FUB - Checking 9407	827.46
09/22/2025	Check	3098	Manda Dickinson	Block Party Murals	PAB Expense	FUB - Checking 9407	2,000.00
01/08/2026	Check	3419	Norman Arts Council	Quarterly Transfer of Hotel Funds	PAB Expense	Armstrong-Hotel Fund 7122 - MMDA 0004	0.00
03/27/2026	Check			Bike Racks	PAB Expense	FUB - Checking 9407	0.00
03/27/2026	Check	3116	Topps Powder Coating	Invoice 26347	PAB Expense	FUB - Checking 9407	1,313.20
04/20/2026	Check	3117	Samuel Roy Douglas	Artful Inlets	PAB Expense	FUB - Checking 9407	750.00
04/20/2026	Check	3118	Jordan Morris	Artful Inlets 2026	PAB Expense	FUB - Checking 9407	750.00
04/20/2026	Check	3119	Anabella Herrera	Artful Inlets 2026	PAB Expense	FUB - Checking 9407	750.00
04/20/2026	Check	3120	MaKayla Burdick	Artful Inlets 2026	PAB Expense	FUB - Checking 9407	750.00
04/20/2026	Check	3121	Alexandra Weaver	Artful Inlets 2026	PAB Expense	FUB - Checking 9407	750.00
04/20/2026	Check	3122	Erin Yeaman	Voiceovers	PAB Expense	FUB - Checking 9407	5,000.00
Total for PAB Expense							\$34,090.66
TOTAL							\$34,090.66

Norman Arts Council
Transaction Report
July, 2025-June, 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount	Balance
Hotel/Motel Funds								
NAC Programs								
07/01/2025	Invoice	813	City of Norman		Hotel/Motel Funds:NAC Programs	Accounts Receivable	30,000.00	30,000.00
07/01/2025	Invoice	813	City of Norman		Hotel/Motel Funds:NAC Programs	Accounts Receivable	34,000.00	64,000.00
07/01/2025	Invoice	813	City of Norman		Hotel/Motel Funds:NAC Programs	Accounts Receivable	17,000.00	81,000.00
07/01/2025	Invoice	813	City of Norman		Hotel/Motel Funds:NAC Programs	Accounts Receivable	21,300.00	102,300.00
08/04/2025	Check	3363	Norman Arts Council	1st Quarter PAB Transfer	Hotel/Motel Funds:NAC Programs	Armstrong-Hotel Fund 7122 - MMDA 0004	-7,500.00	94,800.00
09/23/2025	Check	3391	Norman Arts Council	2nd Quarter PAB Transfer	Hotel/Motel Funds:NAC Programs	Armstrong-Hotel Fund 7122 - MMDA 0004	-7,500.00	87,300.00
10/16/2025	Deposit		Norman Arts Council	2nd Quarter Transfer	Hotel/Motel Funds:NAC Programs	FUB - Checking 9407	7,500.00	94,800.00
10/16/2025	Deposit		Norman Arts Council	1st Quarter Transfer	Hotel/Motel Funds:NAC Programs	FUB - Checking 9407	7,500.00	102,300.00
02/06/2026	Check	3432	Norman Arts Council	2nd quarter transfer	Hotel/Motel Funds:NAC Programs	Armstrong-Hotel Fund 7122 - MMDA 0004	0.00	102,300.00
03/12/2026	Deposit			Refund of student	Hotel/Motel Funds:NAC Programs	Armstrong 3085 - OPERATING ACCOUNT 0001	400.00	102,700.00
04/20/2026	Check	3438	Norman Arts Council	2 Transfers for Public Art	Hotel/Motel Funds:NAC Programs	Armstrong-Hotel Fund 7122 - MMDA 0004	-15,000.00	87,700.00
04/21/2026	Deposit		Norman Arts Council	2/3 Quarterly Deposit	Hotel/Motel Funds:NAC Programs	FUB - Checking 9407	15,000.00	102,700.00
Total for NAC Programs							\$102,700.00	
Total for Hotel/Motel Funds with sub-accounts							\$102,700.00	
TOTAL							\$102,700.00	

Norman Arts Council
Transaction Report
July, 2025-June, 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
Art in Public Places Donations							
07/23/2025	Deposit		City of Norman	A/P Trans City Of Norman XXXXXX5350 Norman Arts Council A/P TRANS CITY OF NORMAN XXXXXX5350 25/07/22 NORMAN ARTS COUNCIL XXXXXXXX2385582	Art in Public Places Donations	Armstrong-Hotel Fund 7122 - MMDA 0004	2,050.00
12/16/2025	Deposit		City of Norman	A/P Trans City Of Norman XXXXXX5350 Norman Arts Council A/P TRANS CITY OF NORMAN XXXXXX5350 25/12/15 NORMAN ARTS COUNCIL XXXXXXXX4925675	Art in Public Places Donations	Armstrong-Hotel Fund 7122 - MMDA 0004	2,026.00
04/28/2026	Deposit		City of Norman	A/P Trans City Of Norman XXXXXX5350 Norman Arts Council A/P TRANS CITY OF NORMAN XXXXXX5350 26/04/27 NORMAN ARTS COUNCIL XXXXXXXX2865206	Art in Public Places Donations	Armstrong-Hotel Fund 7122 - MMDA 0004	1,597.00
Total for Art in Public Places Donations							\$5,673.00
TOTAL							\$5,673.00

FY26/27 Budget and Anticipated Expenses for Public Art

Public Arts Committed Funding Sources – FY26/27

Start of Fiscal Year Bank Balance - \$53,771.08
NAC Hotel Funds Committed - \$30,000
Anticipated Utility Bill Donations - \$5,000
City allocation for Mural Incentive: \$44,925.50
Gray Street Barrier Murals: \$50,000
Eastside Public Art Piece - \$4,000
Total Operating Budget FY24/25 - \$187,696.58

Public Arts Committed Funds – FY26/27

Maintenance - \$5,000
Mural Incentive Program - \$ 44,925.50
Gray Street Barrier Murals- \$50,000
Admin - \$15,000
Eastside Public Art Piece: \$4,000
Black History Plaza Artwork: \$12,500
TOTAL RESTRICTED EXPENSES - \$131,425.50

FY26/27 Public Arts Committee

Chair – Jason Wells
NAC Staff – Leslie Nottingham, Executive Director**
NAC Staff – Cher Duncan, Programs and Development Manager
City Staff – James Briggs

Members

Shaun McGinnis*
Bill Hickman*
Leslie Clowers
Spontaneous Bob
Francesca Giani*
Cody Giles
Joyce Green*
Marcy Jarrett

Paxus, Sereta Wilson, and Leslie Nottingham responsible for filing 990

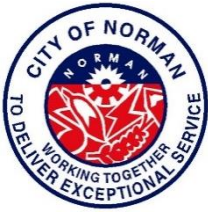
NAC Executive Committee

President – Joyce Green
Vice President – Shaun McGinnis
President-Elect – Haley Dennis
Past President – Bill Hickman
Treasurer – Sereta Wilson
Secretary – Jin Jo Garton

* Denotes NAC Board Members
** Executive Director responsible for maintaining books

Questions?





CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/01/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jessica Knehans, Administrator, Norman Youth Soccer Association

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM THE NORMAN YOUTH SOCCER ASSOCIATION

DISCUSSION:

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 started with 200 recreational players and has grown to 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 ECNL Regional League member.

The club complex is at 1001 East Robinson St. in Norman, Oklahoma. We have 22 full-size fields, 16 of which have lights. The complex 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. We strive to follow the club's mission, vision, and core values to help impact children and create the best experiences possible.

RECOMMENDATION:

Staff recommends submitting the NYSA/Oklahoma Celtic annual report to the City Council once the Board of Park Commissioners accepts the annual report.

Annual Report
to
Norman Board of
Parks Commissioners
2025-2026

NORMAN YOUTH SOCCER ASSOCIATION

Mission Statement

To provide a consistent and development-driven soccer environment that invests in players on and off the field, creates meaningful opportunities, and inspires young athletes to reach their full potential.

Vision

To be the heart of Oklahoma youth soccer, where passion, development, commitment, and opportunity inspire lifelong growth on and off the field.

NYSA P.R.I.D.E. (our core values)

Passion

We are enthusiastic about the game of soccer and the NYSA. We are committed to providing a superior soccer experience to our members.

Respect

We honor all aspects of soccer, including coaches, players, teammates, parents, opponents and referees. We demonstrate sportsmanship.

Integrity

Integrity is at the core of everything we do and the promises we make. We speak and act with honesty, never compromising the truth.

Development

Players receive a fun, yet challenging, environment to learn and develop soccer and character skills that help them advance in soccer and life.

Excellence

Norman Youth Soccer Association

Annual Report 2025-26

Item 5.

1) NARRATIVE OF ALL LEAGUE AND TOURNAMENT ACTIVITY

Leagues

We offer three youth soccer leagues with about 3,000 participants.

Recreational—We offer this league to boys and girls ages three to eighteen. The recreational league consists of two seasons: fall and spring. The fall 2026 season began on September 12th, and the following spring season will start in March 2027. Our under-4 (U4 to U12 teams compete against one another. We offer a traveling recreational league for players aged 13 to 19. We have collaborated with other clubs in the OKC Metro area to establish this league, providing a recreational atmosphere for our older players.

Academy – We offer this developmental league to U6 to U10 boys and girls. Like our recreational league, anyone can enroll in the Academy league. All Academy players train with professional coaches and compete against other Academy teams from various soccer organizations. As players progress and our coaches get to know them better, they train and play games based on comparable abilities. NYSA competes in the MAG (Metro Academy Games) for weekly play. Other clubs are invited to play in this league, and games are played at NYSA and metro area fields. Academy teams also participate in about four tournaments each year. The Academy League training sessions began in August, and the games began in late August.

Competitive – We offer this league to boys and girls from U11 to U19. We hold annual tryouts in late Spring or early Summer each year. We place accepted players on teams based on ability. All Competitive players train with professional coaches and compete against other competitive teams in various soccer organizations. Our more talented teams compete in leagues that span Oklahoma, North Texas, and South Texas. Competitive teams also participate in about four to eight tournaments each year. The Competitive league training sessions began at the beginning of August. Most competitive league games start in early September, but the regional premier leagues begin in late August.

Adults – We also offer an adult recreational league for players over 18. This league has about 200 players. The adult league games began in September.

Tops—This program is for players with special needs. NYSA players and parent volunteers run this event. We offer fall and spring seasons on Sunday afternoons.

Tournaments

We operate 5 tournaments as fundraising projects. These tournaments also let our teams compete at a local venue. Our tournaments include teams from cities outside the Oklahoma City metro, which provides Norman with tax revenue from lodging, meals, and other travel expenditures. We held our biggest-ever Celtic Cup tournament in March 2026, with 283 teams, many from out of state. Our tournament generated 812 room nights and a million-dollar economic impact to the city of Norman, estimated at \$1.3–\$2M for that weekend.

Norman Regional Hospital Kick or Treat—This small-sided tournament is scheduled for November 1st. Teams dress up in costumes and play small-sided games. This is open to teams of any level.

Norman Youth Soccer Association

Annual Report 2025-26

First Fidelity Bank Classic Cup—This is our competitive invitational tournament, scheduled for November 13th-15th, 2026. We have been aggressively growing it. Last year, it hosted 197 teams from the NYSA and other soccer organizations.

OSC Celtic Cup—This is our spring competitive tournament. It is scheduled for February 26th-28th, 2027. This tournament has grown each year. Last year, it hosted 283 teams from the NYSA and other soccer organizations. We hope to have a similar number of teams in next year's tournament.

Bob Moore Cadillac Labor Day Cup – We just held our second annual Labor Day Cup from Sep 5-6, 2026. We had 101 teams, mainly local Celtic and metro area teams.

Oklahoma Family Dentistry Summerfest Series – This small-sided tournament is held each summer for one night. It was held on July 17 and unfortunately had to be canceled due to a storm sweeping into the area after a couple of time slots were played. We had about 40 teams attend.

Camps

We offer several youth camps during the summer for a fee. These camps focus on developing campers' technical skills and tactical capabilities. The camps are open to youth, but most camp participants are NYSA players. Beyond improving player abilities, the camps offer our families a great way to maximize their soccer budgets. For example, campers can receive a quality soccer ball and t-shirt, and camp coaches also offer need-based camp scholarships. Each camp has a lead coach who manages planning, budgeting, and execution.

In the past, we have hosted a College Prep camp during the summer. This type of camp showcases players' talents and educates them on the college recruitment process. This winter, we will host a College ID night for girls and boys, putting our players in front of college coaches.

1) ORGANIZATION MISSION STATEMENT AND GOALS

Our mission statement, vision, and core values are presented on page 2 of this report. Our annual goals focus on upholding our mission and ensuring our players and parents have a positive experience while participating in our activities and programs. Specific to this year, our goals are focused on key areas:

- Communication
- Consistency
- Added value
- Community Involvement
- Celebrating 50 years of NYSA

2) ALL LEAGUE AND TOURNAMENT FEE STRUCTURE

Recreational registration is between \$43 and \$125 per player per season, depending on the age group. Academy registration is \$215 per player per year. Academy coaching fees are \$100 to \$105 per month for ten months. Competitive registration is \$300-\$325 per player per year. Competitive coaching fees are \$204-\$232.50 per month for ten months. Competitive registration is all-in, so there are no additional costs for tournaments or leagues. Adult recreational registration is \$100 per player per season.

Norman Youth Soccer Association Annual Report 2025-26

Norman Regional Hospital Kick or Treat tournament entry fees are \$265 per team. First Fidelity Bank Classic Cup tournament entry fees range from \$330 to \$745 per team, depending on the team's age. OSC Celtic Cup Invitational tournament fees are \$350 to \$765 per team. Oklahoma Family Dentistry Summerfest Series 3v3 and 5v5 fees range from \$240 to \$380. Bob Moore Cadillac Labor Day Cup ranges from \$330 - \$745 and the Celtic Cup ranges from \$350 - \$765.

The registration fee is \$300 per player per year. Then, there are ten payments of \$227.50. The ERCL operates on an all-in structure, so there are no additional costs for tournaments or leagues.

Norman Regional Hospital Kick or Treat tournament entry fees are \$265 per team. First Fidelity Bank Classic Cup tournament entry fees range from \$330 to \$745 per team, depending on the team's age. OSC Celtic Cup Invitational tournament fees are \$330 to \$745 per team. Orthodontics Exclusively 3v3 and 5v5 summer tournament fees range from \$240 to \$380.

3) NUMBER OF GAMES, TEAMS, PLAYERS, TOURNAMENTS, AND SCHOLARSHIPS

We expect our Recreational, Academy, and Competitive leagues to comprise approximately 300 teams, which will play around 2,600 games in the Fall 2026 and Spring 2027 seasons. Our player counts for the last three years are included below.

Division	Fall	Spring	Fall	Spring	Fall	Spring
Year	2026	2026	2025	2025	2024	2024
Recreational	1778	1910	1714	2049	2011	2341
Academy	222	247	161	201	181	208
Competitive	671	634	588	651	657	563
Grand Total	2671	2791	2463	2901	2849	3112

We issue approximately \$25,000 in recreational scholarships annually and approximately \$300,000 in academy and competitive scholarships, totaling roughly \$325,000 in scholarships each year.

4) AGE OF PARTICIPANTS

Youth ages 3 to 18 years old. Adults ages 19 and up.

5) ANNUAL BUDGET

The annual budget is attached.

6) CURRENT RECORD OF OFFICERS WITH PHONE

Norman Youth Soccer Association Annual Report 2025-26

Board Members

Past President	Chris Vinson	(405)200-9035
President	Lauren Stone*	(405)2055732
Treasurer	Justin Koller*	(405)835-7086
Secretary	Joe Robertson	(405)618-0133
Players Representative	Jack Carter	(405)317-5362
Community Relations	Carol Dillingham	(405)826-7160
Player Representative	Megan Shaner	(319)331-4949
Player Representative	Brad Thomas	(405)831-9869

*Board members who can authorize expenditures.

7) NAMES OF THOSE RESPONSIBLE FOR MAINTAINING BOOKS AND RECORDS

Justin Koller, Treasurer
Tracy Pelley-Rariden Tax Worx

8) AFFIRMATION THAT ORGANIZATION IS FILING YEARLY TAX RETURNS

The document needed is attached.

ANNUAL REPORT

Norman Youth Soccer Association

2025–2026

Presented to the Norman Board of Parks Commissioners

More than a game. A stronger community.





A club built around people, players and opportunity

MISSION

To provide a consistent and development-driven soccer environment that invests in players on and off the field, creates meaningful opportunities, and inspires young athletes to reach their full potential.

VISION

To be the heart of Oklahoma youth soccer, where passion, development, commitment, and opportunity inspire lifelong growth on and off the field.





One organization. Multiple pathways to play.

RECREATIONAL

Ages 3–18 • Fall and spring • Traveling recreational option for ages 13–19.

ACADEMY

U6–U10 • Open enrollment • Professional coaches • MAG weekly play • About four tournaments each year.

COMPETITIVE

U11–U19 • Annual tryouts • Professional coaches • Competition across Oklahoma, North Texas and South Texas.

ADULT RECREATION

18+ • Approximately 200 players.

TOPSoccer

Program for players with special needs • Fall and spring Sunday afternoons.

Approximately 3,000 participants across the three youth leagues.



Keeping the game accessible

REGISTRATION

- Recreational: \$43–\$125 per player / season
- Academy: Registration fee \$215 per player / year + \$100–\$105 monthly fees.
- Competitive: Registration fee \$300–\$325 per player / year + \$204–\$232.50 monthly fees.
- Adult recreation: \$100 per player/season

SCHOLARSHIPS

Approximately \$325,000 in scholarships annually.

\$25K

Recreational scholarships

\$300K

Academy + competitive scholarships

Access to opportunity is a core part of the club's mission.



NEW Exciting Leagues





Presenting the club as a modern, comprehensive soccer organization while still reflecting the history and community.



ABOUT US + PROGRAMS + REGISTER CAMPS TRYOUTS RESOURCE HUB + THE CELTIC STORE TOURNAMENTS

HOME OF THE 2008 BOYS ECNL-RL NATIONAL CHAMPIONS

Oklahoma Celtic Football Club is a premier youth soccer organization based in Norman, Oklahoma, dedicated to helping players of every age and ability reach their full potential. From a child's first kick to the demands of elite national competition, we provide a clear, connected pathway focused on long-term development, character, and a genuine love for the game.

#COYBIG #COYGIG

ABOUT OUR CLUB



FIELD MAP



COMPLEX STATUS: OPEN

BUILDING CHAMPIONS ACROSS

Oklahoma Celtic Football Club was founded in 1976 with a clear purpose: to develop young players and provide a complete pathway from recreational soccer to elite national



A streamlined way to register players while giving the club a centralized system to manage programs, player information, payments, teams, schedules, communications, and reporting.



Program Summary [View all programs](#)

[Clear filter](#)

Live and Upcoming

Unpublished

Completed

Export to CSV

Customize view

	Program	Activity Start	Registration Start	Registration End	Invoiced	Players	Staff	Team
⋮	▶ 2026/2027 Competitive Boys	6/10/26	5/12/26		\$384,162.53	212	0	0
⋮	▶ 2026/2027 Girls GA Program	5/13/26	5/21/26		\$311,536.31	133	0	0
⋮	▶ 2026/2027 Competitive Girls	6/10/26	5/12/26		\$305,368.02	158	0	0
⋮	▶ 2026/2027 RL Boys	6/10/26	5/12/26		\$260,487.56	127	0	0
⋮	▶ 2026/2027 Academy Program	8/7/26	5/18/26		\$245,114.89	210	0	0
⋮	▶ 2026 Fall NYSA Recreational & Metro Recreational Registration	9/1/26	5/21/26		\$187,714.21	1778	175	193
⋮	▶ 2026/2027 Celtic North	8/10/26	8/10/26		\$23,442.54	28	0	0
⋮	▶ Norman Adult Soccer League – Fall 26	8/16/26	7/13/26	9/2/26	\$21,709.80	210	0	10
⋮	▶ 2026 Fall Oklahoma Celtic Junior Academy Program Registration	9/7/26	7/11/26	12/31/26	\$3,409.08	12	0	0
⋮	▶ 2026 Oklahoma Celtic Girls U12 West	8/1/26	6/8/26	6/30/27	\$1,688.78	13	0	0

When teams come to Norman, the community benefits



CELTIC CUP • MARCH 2026

283

teams — the biggest-ever Celtic Cup

812

hotel room nights

\$1.3–\$2M

estimated economic impact to Norman for the weekend

Out-of-state and metro-area visitors generate lodging, meal and travel spending.



A year-round tournament calendar

Norman Regional Hospital Kick or Treat

Nov. 1 • Small-sided costume tournament

First Fidelity Bank Classic Cup

Nov. 13–15 • Competitive invitational • 197 teams last year

OSC Celtic Cup

Feb. 26–28 • Spring competitive tournament • 283 teams last year

Bob Moore Cadillac Labor Day Cup

Sep. 5–6 • 101 teams, mainly local and metro-area

Oklahoma Family Dentistry Summerfest Series

July 17 • About 40 teams; event canceled after a storm

Tournaments serve as fundraising projects while creating local competition and bringing visitors to Norman.

Looking ahead



- 1 Communication
- 2 Consistency
- 3 Added value
- 4 Community involvement
- 5 Celebrating 50 years of NYSA

The focus is a positive experience for players and parents while continuing to strengthen NYSA's role in the community.



NYSA P.R.I.D.E.



Item 5.



PASSION • RESPECT • INTEGRITY • DEVELOPMENT • EXCELLENCE

FIVE DECADES. A STRONGER TOMORROW.
PLAYERS | FAMILIES | COMMUNITY | FOREVER CELTIC



PEOPLE.
PURPOSE.
POSSIBILITIES.

*More
Than a Club.*

50TH YEAR GALA

CELEBRATING OUR PAST | INVESTING IN OUR FUTURE



THURSDAY
DECEMBER 11
6:00 PM



YFAC
2201 Trae Young Drive
Norman, OK 73069



DINNER
DRINKS
PROGRAM
& MORE

OKLAHOMA CELTIC FOOTBALL CLUB



THANK YOU

More than a game. A stronger community.

Thank you to the Norman Board of Parks Commissioners, our players, families, coaches, volunteers, officials and community partners.

Norman Youth Soccer Association • 2025–2026

Normal Income:	2026	2025	2024	2023	Average
Recreational Revenue	117,897	371,774	387,875	348,260	369,303
Academy Revenue	222,176	269,642	237,473	193,698	233,604
Competative Revenue	1,091,578	1,522,634	1,226,624	927,622	1,225,627
Adult Revenue	12,552	31,930	29,995	10,184	24,036
Camps/Other Programs	30,265	57,927	81,536	91,782	77,081
Fundraisers:					
Recreational Tourney		1,000	-	1,750	917
Summerfest Tourney	525	72,185	11,660	25,870	36,572
Celtic Cup	72,570	162,804	30,627	86,737	93,390
Classic Cup	92,360	16,015	177,203	93,166	95,461
Golf Tournament	33,210	32,020	36,884	28,366	32,423
Other Events/Donations	172,859	163,162	163,574	163,537	163,424
Signs	63,705	108,850	120,775	35,425	88,350
Individual Fundraisers	33,021	51,980	49,875	30,143	43,999
Other:					
Miscellaneous Income	8,495	37,516	45,532	93,714	58,921
Royalties	9,623	38,019	27,759	29,530	31,769
Non-Program Revenues		2,750	16,484	27,819	15,684
Interest Income	3,661	4,281	4,978	2,893	4,051
Grants				6,720	6,720
Total Income	1,964,496	2,944,489	2,648,853	2,197,216	2,601,333
Expenses:					
Coaching Fees	712,745	758,535	817,124	579,678	718,446
Coaches License and Other	2,811	20,914	14,988	10,005	15,302
Directors/Admin Payroll	345,416	550,863	464,761	544,331	519,985
Healthcare/Life Insurance	6,040	8,772	3,769	16,005	9,516
Payroll Taxes	22,552	28,338	21,161	32,367	27,289
Other	36	-	-	5,000	1,667
Field Contract Labor	132,233	156,542	119,885	110,750	129,059
Maintenance	10,859	7,086	4,538	7,554	6,393
Fertilization/Chemicals	20,235	15,751	20,863	14,102	16,905
Equipment	4,490	9,471	10,830	1,402	7,234
Irrigations/Aeration	17,155	8,332	6,768	5,435	6,845
Utilities	20	-	6,405	7,420	4,608
Building Repairs/Upgrades	396	6,678	1,183	-	2,620
Field Paint	4,990	4,522	9,258	12,208	8,663
Other Maintenance/Supplies	23,055	12,088	8,790	3,842	8,240
Registration Costs/Other	112,762	167,528	138,767	56,935	121,077
Travel	45,747	75,715	50,775	55,253	60,581
Lodging	32,355	37,610	22,221	25,536	28,456
Meals	14,853	22,899	15,498	17,630	18,676
Referee Costs	235,214	249,926	119,706	176,166	181,933
Other	79,645	111,315	49,522	48,166	69,668
Futsal Expenses	8,440		-	3,450	1,725
Camp and Other Program Expenses	90,216	64,053	81,268	63,203	69,508
Fundraising Expenses					
Classic Cup Expenses	9,963	3,799	18,649	19,352	13,934
Recreational Tourney	221	152	-	1,742	631
Celtic Cup Expenses	14,176	23,294	19,091	7,485	16,623
Labor Day Tourney	6,941	3,528	2,140		2,834
Adult League Expenses	3,133	4,937	4,069	1,275	3,427
Golf Tournament Expenses	18,808	19,229	16,745	9,141	15,038

Soccer Tournament Expenses	1,950	17,399	12,058	6,019	11,825
Other Expenses					
Advertisting	3,706	1,610	-	-	537
Signs	16,068	14,923	34,732	3,765	17,807
Other Fundraising Expenses	15,911	23,339	40,122	28,304	30,588
Holiday Events	881	-	-	325	108
Sponsorships	5,372	26,255	24,268	2,869	17,797
Hospitality Table (Food)	8,426	4,621	74,405	-	26,342
Leadership Council	1,348	4,804	2,337		3,570
College Coach Expenses	6,539	5,299	-	-	1,766
Senior Night Items	1,053	1,410	-	-	470
Coaches Gear	20,912	1,241			1,241
Social Media Expenses	9,169	18,070	7,900	8,400	11,457
Professional Fees	13,003	11,705	39,437	8,350	19,831
Office Printing/Supplies	1,785	2,094	3,054	2,417	2,521
Office Utilities	8,042	7,069	6,815	7,730	7,205
Interest Expense			59	70	65
Bad Debts			164	-	82
TGS Fees/AonA1 Fees	4,856	86,231	184,640	-	90,290
Bank/Paypal Fees	41,113	58,976	61,057	20,960	46,998
Audit Expense					
Miscellaneous	3,913	15,125	5,162	17,493	12,593
Depreciation Exp	30,181	32,280	26,198	27,030	28,503
Liability Insurance	141	7,010	2,233	1,851	3,698
Shared Program Exp	16,767	32,355	36,867	28,940	32,721
Total Expenses	2,186,644	2,743,692	2,610,282	1,999,953	2,454,895
Net Income	(222,148)	200,797	38,571	197,263	146,438

Proposed Budget - 25-26

370,000	Gala - 50th	25000
250,000		
1,400,000		
30,000		
60,000		
1,000		
35,000		
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	15,000
	5,000
	30,000
	3,600
	30,000
	<u>2,723,600</u>
	<u>10,000</u>

Normal Income:	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26
Recreational Revenue	109,330	2,967	2,806	110		100
Academy Revenue	54,953	15,953	15,044	17,068	13,785	41,600
Competative Revenue	116,449	123,024	90,649	110,817	143,450	129,047
Adult Revenue	9,900	2,650				
Camps/Other Programs			3,557	15,083	2,140	2,723
Fundraisers:						
Recreational Tourney						
Summerfest Tourney	25,557					
Celtic Cup		9,051				1,834
Classic Cup			86,500	2,193	1,832	
Labor Day Tourney		5,337	150			
Golf Tournament						
Other Events/Donations	8,574	11,100	72,450	9,625	21,398	10,150
Signs	14,175	6,275	12,500	7,050	1,950	7,000
Individual Fundraisers		21,050	4,992	4,903		2,076
Other:						
Miscellaneous Income	2,816	283				
Royalties	600	841	3,217	4,642		
Non-Program Revenues						
Interest Income	413	345	365	1,944	52	218
Grants						
Total Income	342,768	198,875	292,229	173,435	184,608	194,747

Expenses:						
Coaching Fees	56,736	65,923	69,523	70,646	70,161	68,679
Coaches License and Other	1,600	826	75	-	-	898
Directors/Admin Payroll	38,498	33,906	27,542	37,354	39,105	31,045
Healthcare/Life Insurance	469	385	385	431	866	385
Payroll Taxes	2,397	2,144	1,775	2,196	2,468	2,021
Other					36	
Field Contract Labor	20,790	10,013	18,366	14,559		23,027
Maintenance	696	525	436	185	350	130
Fertilization/Chemicals	2,788			81		
Equipment	187	65		1,390		
Irrigations/Aeration	1,000	11,069	1,000	1,000		
Utilities				20		
Building Repairs/Upgrades	139	257				
Field Paint		4,447		543		
Other Maintenance/Supplies	1,150	803	485	1,319		260
Registration Costs/Other	14,901	11,173	12,076	16,884	9,047	2,715
Travel	794	8,523	9,683	5,846	3,245	1,498
Lodging	577	4,187	6,558	4,067	2,533	3,065
Meals	550	2,671	2,836	2,424	675	375
Referee Costs	21,219	46,688	6,346	65,019	9,103	5,833
Other	17,993	57,482	6,106	5,342	9,520	2,913
Futsal Expenses					(150)	4,160
Camp and Other Program Expenses	36,120					3,060
Fundraising Expenses						
Classic Cup Expenses			665	8,334	860	62
Recreational Tourney				4,173		12
Celtic Cup Expenses		5		126		
Summer Tourney	1,750					
Labor Day Tourney	1,162	1,553		674		

Adul League Expenes		3,110		-		
Golf Tournament Expenses						
Soccer Tournament Expenses				730		280
Other Expenseses						
Advertisting						
Signs	8,417	1,142	348	2,490	278	2,610
Other Fundraising Expenses			1,233	45	552	
Holiday Events					881	
Sponsorships	659	118	1,357		2,803	108
Hospitality Table (Food)	650	685	673	862	2,425	
Leadership Council			50	266	654	
College Coach Expenses			66	1,026	1,460	557
Senior Night Items				1,053		
Coaches Gear	2,571		4,512	1,547	471	
Social Media Expenses	1,667			1,150	1,040	1,065
Professional Fees	4,856		575			20
Office Printing/Supplies	229			434	86	5
Office Utilities	558	558	923	558	558	973
Interest Expense						
Bad Debts						
TGS Fees			1,796	1,008		221
Bank/Paypal Fees	6,179	8,940	2,869	2,095	3,938	2,798
Audit Expense						
Miscellaneous	309	564	270	109	178	269
Depreciation Exp					30,181	
Liability Insurance		70	70			
Shared Program Exp	3,076	658	1,097	3,491	1,032	823
Total Expenses	250,686	278,491	179,697	259,479	194,358	159,866
Net Income	92,082	(79,616)	112,532	(86,044)	(9,750)	34,882

Feb-26	Mar-26	Apr-26	May-26	Total
440		2,134	10	117,897
27,724	12,123	13,576	9,700	221,524
128,277	95,947	84,728	70,351	1,092,737
		52		12,602
2,295	250		5,186	31,234
				-
				-
		525		26,082
16,599	15,420	5,943		48,847
				90,526
		21,585	11,500	33,085
8,224	3,600	13,200	9,125	167,447
550	11,930	275	2,000	63,705
				33,021
				-
	189			3,288
			324	9,623
				-
327	652	407	320	5,043
				-
184,436	140,111	142,426	108,515	1,956,662

66,782	74,040	80,014	89,951	712,455
-	-	-	-	3,399
29,050	30,900	44,093	33,921	345,416
1,260	635	548	537	5,902
2,016	2,153	3,310	2,114	22,594
				36
11,348	3,495	15,340	15,295	132,233
100	5,332	1,252	2,656	11,663
180	3,294	524	12,640	19,507
	628	2,220		4,490
		2,086	1,000	17,155
				20
				396
				4,990
11,755	868	1,190	2,653	20,482
8,903	13,911	12,853	10,204	112,667
3,003	2,251	5,944	5,163	45,949
1,931	470	4,160	4,808	32,355
1,440	419	2,549	915	14,853
45,829	26,700	606	31,108	258,454
808	10,790	2,687	7,118	120,758
3,060	1,370			8,440
16,052		8,076		63,307
43				9,963
2,450			2,042	8,677
	11,594			11,726
				1,750
			4,226	7,615

		23		3,133
	1,080	3,205	14,524	18,808
(480)	(330)			200
1,423	641	110		2,174
	272		511	16,068
	315		30	2,175
				881
327				5,372
712	873	414	1,132	8,426
377				1,348
3,067	97	130	137	6,539
				1,053
2,419		966	8,427	20,912
1,067	1,184	108	1,909	9,189
2,709	651	2,017	1,301	12,128
13			154	921
939	946	1,060	970	8,042
				-
				-
				3,025
2,192	2,318	4,770	3,651	39,750
				-
621	675	145	107	3,247
				30,181
				141
665	4,855	407	675	16,779
				-
<u>222,057</u>	<u>202,426</u>	<u>200,806</u>	<u>259,877</u>	<u>2,207,743</u>
<u>(37,621)</u>	<u>(62,315)</u>	<u>(58,380)</u>	<u>(151,362)</u>	<u>(251,081)</u>

Normal Income:	2025	2024	2023	Average	Proposed Budget - 25-2
Recreational Revenue	315,685	334,420	306,350	318,818	318,000
Academy Revenue	222,185	203,247	155,164	193,532	200,000
Competative Revenue	1,155,353	960,298	797,880	971,177	1,000,000
Adult Revenue	30,830	28,125	9,384	22,780	27,000
Camps/Other Programs	12,460	53,648	53,434	39,848	25,000
Fundraisers:					
Recreational Tourney	1,000	-	1,750	917	1,000
Summer Tourney	71,545		25,530	48,538	35,000
Celtic Cup	142,264	30,627	86,737	86,543	150,000
Classic Cup	16,015	177,203	93,166	95,461	150,000
Golf Tournament	25,420	34,438	28,116	29,325	35,000
Other Events/Donations	148,617	147,994	158,457	151,689	135,000
Signs	89,425	94,033	14,500	65,986	85,000
Individual Fundraisers	51,356	49,159	26,269	42,261	43,000
Other:					
Miscellaneous Income	1,766	42,652	22,017	22,145	10,000
Royalties	33,634	16,427	26,282	25,448	22,000
Non-Program Revenues	2,640	25,004	26,739	18,128	10,000
Interest Income	3,257	4,157	2,172	3,195	2,600
Grants			6,720	6,720	-
Total Income	2,323,452	2,201,431	1,840,668	2,142,510	2,248,600
Expenses:					
Coaching Fees	657,120	674,042	482,426	604,529	700,000
Coaches License and Other	18,530	11,762	7,435	12,576	12,000
Directors/Admin Payroll	416,433	386,272	479,615	427,440	500,000
Healthcare/Life Insurance	4,798	978	16,207	7,328	4,000
Payroll Taxes	23,568	17,725	26,987	22,760	27,500
Other		500	5,000	2,750	2,000
Field Contract Labor	102,940	86,630	87,950	92,507	88,500
Maintenance	4,703	2,715	6,254	4,558	4,500
Fertilization/Chemicals	6,716	16,158	10,572	11,149	11,500
Equipment	9,428	10,830	1,271	7,176	10,000
Irrigations/Aeration	4,785	4,550	4,485	4,606	4,500
Utilities	-	6,405	6,253	4,220	6,250
Building Repairs/Upgrades	6,766	7,329	-	4,698	6,750
Field Paint	2,946	9,258	11,633	7,946	10,000
Other Maintenance/Supplies	11,941	8,629	3,768	8,113	9,500
Registration Costs/Other	138,579	110,991	55,030	101,533	125,000
Travel	58,510	44,506	50,676	51,231	50,000
Lodging	30,042	16,701	21,587	22,777	25,000
Meals	17,745	12,673	15,530	15,316	15,000
Referee Costs	210,755	189,401	176,166	192,107	183,000
Other	97,890	44,411	36,007	59,436	85,000
Futsal Expenses		-	3,450	1,725	-
Camp and Other Program Expense	29,580	17,592	17,344	21,505	17,000
Fundraising Expenses					
Classic Cup Expenses	3,699	15,187	19,352	12,746	20,000
Recreational Tourney	152	-	1,742	631	1,000
Celtic Cup Expenses	23,294	19,091	7,485	16,623	15,000
Labor Day Tourney	3,453			3,453	3,000
Adul League Expenes	4,937	4,069	1,275	3,427	4,500
Golf Tournament Expenses	3,616	16,345	9,141	9,701	15,000

Soccer Tournament Expenses	17,399	10,558	6,019	11,325	8,500
Other Expenses					
Signs	14,457	19,489	3,700	12,549	12,500
Other Fundraising Expenses	22,732	36,209	26,183	28,375	20,000
Holiday Events	-	-	325	108	5,000
Sponsorships	24,404	20,441	-	14,948	24,000
Hospitality Table (Food)	3,843	2,479	-	2,107	2,500
Leadership Council	2,154	2,337		2,245	2,000
College Coach Expenses	4,467	-	-	1,489	4,500
Senior Night Items	1,410	-	-	470	1,500
Coaches Gear	1,062			1,062	1,000
Social Media Expenses	12,056	4,900	6,000	7,652	7,500
Professional Fees	7,595	39,437	8,350	18,461	7,500
Office Printing/Supplies	2,033	1,579	2,385	1,999	2,000
Office Utilities	5,489	5,821	6,565	5,958	6,000
Interest Expense		-	70	35	-
Bad Debts		164	-	82	-
TGS Fees	86,231	94,281		90,256	95,000
Bank/Paypal Fees	42,488	51,431	12,944	35,621	50,000
Audit Expense					15,000
Miscellaneous	6,250	4,056	14,146	8,151	5,000
Depreciation Exp	-	26,198	27,030	17,743	26,500
Liability Insurance	2,242			2,242	3,600
Shared Program Exp	16,111	32,565	20,227	22,968	20,000
Total Expenses	2,165,348	2,086,695	1,698,583	2,020,411	2,275,100
Net Income	158,104	114,736	142,085	122,099	(26,500)

Normal Income:	2025	2024	2023	Average	Proposed Budget - 25-2
Recreational Revenue	315,285	334,420	306,350	318,685	318,000
Academy Revenue	200,156	203,247	155,164	186,189	200,000
Competative Revenue	999,485	960,298	797,880	919,221	1,000,000
Adult Revenue	30,980	28,125	9,384	22,830	27,000
Camps/Other Programs	9,240	53,648	53,434	38,774	25,000
Fundraisers:					
Recreational Tourney	1,000	-	1,750	917	1,000
Summer Tourney	71,545		25,530	48,538	35,000
Celctic Cup	168,000	30,627	86,737	95,122	150,000
Classic Cup	16,015	177,203	93,166	95,461	150,000
Golf Tournament	37,000	34,438	28,116	33,185	35,000
Other Events/Donations	138,117	147,994	158,457	148,189	135,000
Signs	87,250	94,033	14,500	65,261	85,000
Individual Fundraisers	44,736	49,159	26,269	40,054	43,000
Other:					
Miscellaneous Income	1,766	42,652	22,017	22,145	10,000
Royalties	33,404	16,427	26,282	25,371	22,000
Non-Program Revenues	2,640	25,004	26,739	18,128	10,000
Interest Income	2,871	4,157	2,172	3,067	2,600
Grants			6,720	6,720	-
Total Income	2,159,490	2,201,431	1,840,668	2,087,856	2,248,600
Expenses:					
Coaching Fees	671,345	674,042	482,426	609,271	700,000
Coaches License and Other	17,298	11,762	7,435	12,165	12,000
Directors/Admin Payroll	353,104	386,272	479,615	406,330	500,000
Healthcare/Life Insurance	3,928	978	16,207	7,038	4,000
Payroll Taxes	19,913	17,725	26,987	21,541	27,500
Other		500	5,000	2,750	2,000
Field Contract Labor	87,649	86,630	87,950	87,410	88,500
Maintenance	4,602	2,715	6,254	4,524	4,500
Fertilization/Chemicals	6,716	16,158	10,572	11,149	11,500
Equipment	9,388	10,830	1,271	7,163	10,000
Irrigations/Aeration	3,785	4,550	4,485	4,273	4,500
Utlities	-	6,405	6,253	4,220	6,250
Building Repairs/Upgrades	6,766	7,329	-	4,698	6,750
Field Paint	38	9,258	11,633	6,977	10,000
Other Maintenance/Supplies	11,941	8,629	3,768	8,113	9,500
Registration Costs/Other	127,299	110,991	55,030	97,773	125,000
Travel	55,324	44,506	50,676	50,169	50,000
Lodging	27,876	16,701	21,587	22,055	25,000
Meals	16,520	12,673	15,530	14,908	15,000
Referee Costs	170,129	189,401	176,166	178,565	183,000
Other	99,349	44,411	36,007	59,922	85,000
Futsal Expenses		-	3,450	1,725	-
Camp and Other Program Expense	29,292	17,592	17,344	21,409	17,000
Fundraising Expenses					
Classic Cup Expenses	3,699	15,187	19,352	12,746	20,000
Recreational Tourney	152	-	1,742	631	1,000
Celtic Cup Expenses	23,294	19,091	7,485	16,623	15,000
Labor Day Tourney	3,453			3,453	3,000
Adul League Expenes	4,615	4,069	1,275	3,320	4,500
Golf Tournament Expenses	22,000	16,345	9,141	15,829	15,000

Soccer Tournament Expenses	8,399	10,558	6,019	8,325	8,500
Other Expenses					
Signs	14,457	19,489	3,700	12,549	12,500
Other Fundraising Expenses	21,850	36,209	26,183	28,081	20,000
Holiday Events	8,447	-	325	2,924	5,000
Sponsorships	23,939	20,441	-	14,793	24,000
Hospitality Table (Food)	565	2,479	-	1,015	2,500
Leadership Council	1,768	2,337		2,053	2,000
College Coach Expenses	4,467	-	-	1,489	4,500
Senior Night Items	1,410	-	-	470	1,500
Coaches Gear	1,062			1,062	1,000
Social Media Expenses	10,056	4,900	6,000	6,985	7,500
Professional Fees	7,595	39,437	8,350	18,461	7,500
Office Printing/Supplies	1,833	1,579	2,385	1,932	2,000
Office Utilities	4,597	5,821	6,565	5,661	6,000
Interest Expense		-	70	35	-
Bad Debts		164	-	82	-
TGS Fees	86,011	94,281		90,146	95,000
Bank/Paypal Fees	37,905	51,431	12,944	34,093	50,000
Audit Expense					15,000
Miscellaneous	2,438	4,056	14,146	6,880	5,000
Depreciation Exp	-	26,198	27,030	17,743	26,500
Liability Insurance	3,600			3,600	3,600
Shared Program Exp	14,932	32,565	20,227	22,575	20,000
Total Expenses	2,034,807	2,086,695	1,698,583	1,977,701	2,275,100
Net Income	124,684	114,736	142,085	110,154	(26,500)

Statement of Operations
FY 2022-2023 Budget

		FY22-23 Budget			FY21-22 Budget				
		Total	Fall	Spring	Summer	Total	Fall	Spring	Summer
									Diff
1	Recreational Program:		1,713	1,993			1,713	2,000	445
2	Registration Revenue	\$ 349,185	\$ 161,805	\$ 187,380		\$356,400	\$150,775	\$173,720	\$ 31,905
3	Field use fees	\$ -	-	-		\$0	-	-	\$ -
4	Registration costs	\$ (20,880)	(15,605)	(5,275)		-\$21,671	-18,251	-3,420	\$ 791
5	Referee costs	\$ (54,945)	(27,045)	(27,900)		-\$67,382	-28,548	-28,802	(10,032)
6	Recreational Director Costs	\$ (59,000)	(29,500)	(29,500)		-\$72,000	-36,000	-36,000	\$ 13,000
7	Other costs	\$ (1,000)	(500)	(500)		-\$1,500	-500	-500	(500)
8	Recreational operating income	213,360	89,155	124,205		-\$193,847	45,770	110,809	\$ 407,207
9	Academy Program:		200	218			187	218	\$ -
10	Registration Revenue	\$ 36,900	35,400	1,500		28,830	31,160	2,520	\$ 8,070
11	Coach & field training fees	\$ 172,265	82,620	89,645		161,245	73,890	86,940	\$ 11,020
12	Winter Futsal Registration Fees	\$ 10,000	10,000	-		25,000	25,000	-	\$ (15,000)
13	Coaching and Academy Director costs	\$ (216,855)	(108,428)	(108,428)		-248,900	-124,450	-124,450	\$ 32,045
14	Registration costs	\$ (8,759)	(5,307)	(3,453)		-2,655	-2,319	-336	\$ (6,104)
15	Referee costs	\$ (14,515)	(7,565)	(6,950)		-19,425	-11,300	-8,125	\$ 4,910
16	Winter Futsal Costs	\$ (8,000)	(8,000)			-8,000	-8,000		\$ -
17	Other costs	\$ (2,000)	(1,000)	(1,000)		-4,000	-2,000	-2,000	\$ 2,000
18	Academy operating income	(30,964)	(2,279)	(28,685)		-63,896	-10,384	-34,696	\$ 32,932
19	Competitive Program:		279	279			447	508	\$ -
20	Registration Revenue	\$ 67,375	67,375	-		104,140	101,220	2,920	\$ (36,765)
21	Club Competitive Fees Revenue	\$ 477,750	238,875	238,875		605,900	296,000	309,900	\$ (128,150)
22	Registration costs	\$ (24,997)	(15,607)	(9,391)		-13,042	-12,394	-648	\$ (11,955)
23	Coaching and Competitive Directors costs	\$ (244,700)	(122,350)	(122,350)		-627,250	-313,625	-313,625	\$ 382,550
24	Referee costs	\$ (24,200)	(14,320)	(9,880)		-28,675	-18,500	-10,175	\$ 4,475
25	All-In costs	\$ (122,590)	(79,684)	(42,907)		-120,000	-96,000	-24,000	\$ (2,590)
26	Other costs	\$ (6,500)	(3,250)	(3,250)		-9,000	-4,500	-4,500	\$ 2,500
27	Competitive operating income	122,138	71,040	51,098		-87,927	-13,475	728	\$ 210,065
28	Boys ECRL Program:		92	92			NA	NA	\$ -
29	Registration Revenue	\$ 19,800	19,800	-					\$ 19,800
30	Club RL Fees Revenue	\$ 162,000	81,000	81,000					\$ 162,000
31	Registration costs	\$ (8,786)	(5,143)	(3,643)					\$ (8,786)
32	Coaching and Competitive Directors costs	\$ (135,128)	(67,564)	(67,564)					\$ (135,128)
33	Referee costs	\$ (8,865)	(6,895)	(1,970)					\$ (8,865)
34	All-In costs	\$ (51,000)	(33,150)	(17,850)					\$ (51,000)
35	Other costs	\$ -	-	-					\$ -
36	Competitive operating income	(21,979)	(11,952)	(10,027)					\$ (21,979)
37	Girls ECRL Program:		92	92			NA	NA	\$ -
38	Registration Revenue	\$ 20,350	20,350	-					\$ 20,350
39	Club RL Fees Revenue	\$ 166,500	83,250	83,250					\$ 166,500
40	Registration costs	\$ (8,943)	(5,222)	(3,721)					\$ (8,943)
41	Coaching and Competitive Directors costs	\$ (119,328)	(59,664)	(59,664)					\$ (119,328)
42	Referee costs	\$ (10,835)	(7,880)	(2,955)					\$ (10,835)
43	All-In costs	\$ (51,000)	(33,150)	(17,850)					\$ (51,000)
44	Other costs	\$ -	-	-					\$ -

45	Competitive operating income	(3,256)	(2,316)	(940)					\$ (3,256)
46	Adult League:		75	75		100	100		\$ -
47	Registration Revenue	\$ 13,500	6,750	6,750		16,000	8,000	8,000	\$ (2,500)
48	Registration costs	\$ (3,600)	(1,800)	(1,800)		-4,800	-2,400	-2,400	\$ 1,200
49	Referee costs	\$ (9,280)	(4,640)	(4,640)		-8,320	-4,160	-4,160	\$ (960)
50	Other costs	\$ (500)	(250)	(250)		-500	-250	-250	\$ -
51	Adult League operating income	120	60	60		2,380	1,190	1,190	\$ (2,260)
52	Fundraising Programs:								\$ -
53	Soccerfest	\$ 6,907	6,907	-		6,501	6,501	0	\$ 406
54	United Summer League	\$ -	-	-		0	0	-	\$ -
55	Classic Cup Tournament	\$ 37,206	37,206	-		41,206	41,206	-	\$ (4,000)
56	Golf Tournament	\$ 18,300	-	18,300		14,640	14,640	-	\$ 3,660
57	Individual Fundraiser	\$ 5,000	2,500	2,500		5,000	2,500	2,500	\$ -
58	Summer camps	\$ 15,000	-	-	15,000	15,000	15,000	-	\$ -
59	Sign Sponsorships	\$ 15,000	15,000	-		15,000	15,000	-	\$ -
60	Celtic Cup Tournament	\$ 30,106	-	30,106		34,106	-	34,106	\$ (4,000)
61	3v3 Tournament - Summerfest	\$ 9,755			9,755	16,980	-	16,980	\$ (7,225)
62	Vendor Royalties	\$ 18,000	15,000	3,000		15,000	12,500	2,500	\$ 3,000
63	Sponsorships	\$ 161,800	80,900	80,900		154,300	77,150	77,150	\$ 7,500
64	Capital investment reserve	\$ -	-	-		-	-	-	\$ -
65	Fundraising operating income	\$ 317,073	157,513	134,806	24,755	327,045	185,903	124,163	\$ (9,972)
66	Shared Program Items:								\$ -
67	Complex and Field maintenance costs	(180,000)	(90,000)	(90,000)		-134,000	-67,000	-67,000	\$ (46,000)
68	ED,TD,Admin,PD,Keepers,Payroll	(309,240)	(154,620)	(154,620)		-166,207	-83,103	-83,103	\$ (143,033)
69	Referee Directors/Assignors	(46,300)	(23,300)	(23,000)		-44,904	-22,854	-22,050	\$ (1,396)
70	Interest income (expense)	3,315	1,658	1,658		3,315	1,658	1,658	\$ -
71	Administrative & other costs	(61,125)	(30,563)	(30,563)		-56,125	-28,063	-28,063	\$ (5,000)
72	Shared program operating expense	(593,350)	(296,825)	(296,525)	-	-397,921	-199,362	-198,558	\$ (195,429)
73	Net income	\$ 3,142	\$ 4,396	\$ (26,008)	\$ 24,755	-\$26,472	-\$4,552	-\$48,273	\$ 29,614

Statement of Operations
FY 2022-2023 Budget

		FY22-23 Budfet	FY22-23 Actual	
		Total	Total	Diff
1	Recreational Program:			
2	Registration Revenue	\$ 349,185	\$ 306,350	\$ (42,835)
3	Field use fees	\$ -		\$ -
4	Registration costs	\$ (20,880)		\$ 20,880
5	Referee costs	\$ (54,945)		\$ 54,945
6	Recreational Director Costs	\$ (59,000)	(114,017)	\$ (55,017)
7	Other costs	\$ (1,000)	(18,463)	\$ (17,463)
8	Recreational operating income	213,360	173,870	\$ (39,490)
9	Academy Program:			\$ -
10	Registration Revenue	\$ 36,900	155,164	\$ 118,264
11	Coach & field training fees	\$ 172,265	445,497	\$ 273,232
12	Winter Futsal Registration Fees	\$ 10,000	10,119	\$ 119
13	Coaching and Academy Director costs	\$ (216,855)	(99,508)	\$ 117,347
14	Registration costs	\$ (8,759)		\$ 8,759
15	Referee costs	\$ (14,515)	(172,914)	\$ (158,399)
16	Winter Futsal Costs	\$ (8,000)	(3,450)	\$ 4,550
17	Other costs	\$ (2,000)		\$ 2,000
18	Academy operating income	(30,964)	334,908	\$ 365,873
19	Competitive Program:			\$ -
20	Registration Revenue	\$ 67,375	352,383	\$ 285,008
21	Club Competitive Fees Revenue	\$ 477,750		\$ (477,750)
22	Registration costs	\$ (24,997)	(37,792)	\$ (12,795)
23	Coaching and Competitive Directors costs	\$ (244,700)	(140,547)	\$ 104,153
24	Referee costs	\$ (24,200)	(1,010)	\$ 23,190
25	All-In costs	\$ (122,590)	(29,713)	\$ 92,877
26	Other costs	\$ (6,500)	(4,399)	\$ 2,101
27	Competitive operating income	122,138	138,922	\$ 16,785
28	Boys ECRL Program:			\$ -
29	Registration Revenue	\$ 19,800		\$ (19,800)
30	Club RL Fees Revenue	\$ 162,000		\$ (162,000)
31	Registration costs	\$ (8,786)		\$ 8,786
32	Coaching and Competitive Directors costs	\$ (135,128)	(50,453)	\$ 84,675
33	Referee costs	\$ (8,865)		\$ 8,865
34	All-In costs	\$ (51,000)		\$ 51,000
35	Other costs	\$ -		\$ -
36	Competitive operating income	(21,979)	(50,453)	\$ (28,475)
37	Girls ECRL Program:			\$ -
38	Registration Revenue	\$ 20,350		\$ (20,350)
39	Club RL Fees Revenue	\$ 166,500		\$ (166,500)
40	Registration costs	\$ (8,943)	(16,620)	\$ (7,677)
41	Coaching and Competitive Directors costs	\$ (119,328)	(85,335)	\$ 33,993
42	Referee costs	\$ (10,835)	(2,242)	\$ 8,593

43	All-In costs	\$ (51,000)	(58,080)	\$ (7,080)
44	Other costs	\$ -	(31,107)	\$ (31,107)
45	Competitive operating income	(3,256)	(193,384)	\$ (190,127)
46	Adult League:			\$ -
47	Registration Revenue	\$ 13,500	9,384	\$ (4,116)
48	Registration costs	\$ (3,600)		\$ 3,600
49	Referee costs	\$ (9,280)		\$ 9,280
50	Other costs	\$ (500)		\$ 500
51	Adult League operating income	120	9,384	\$ 9,264
52	Fundraising Programs:			\$ -
53	Soccerfest	\$ 6,907	1,750	\$ (5,157)
54	United Summer League	\$ -	-	\$ -
55	Classic Cup Tournament	\$ 37,206	93,166	\$ 55,960
56	Golf Tournament	\$ 18,300	28,116	\$ 9,816
57	Individual Fundraiser	\$ 5,000	1,768	\$ (3,232)
58	Summer camps	\$ 15,000	41,547	\$ 26,547
59	Sign Sponsorships	\$ 15,000	14,500	\$ (500)
60	Celtic Cup Tournament	\$ 30,106	86,737	\$ 56,632
61	3v3 Tournament - Summerfest	\$ 9,755	25,530	\$ 15,775
62	Vendor Royalties	\$ 18,000	26,282	\$ 8,282
63	Sponsorships	\$ 161,800	184,726	\$ 22,926
64	Capital investment reserve	\$ -	55,476	\$ 184,726
65	Fundraising operating income	\$ 317,073	559,599	\$ 242,526
66	Shared Program Items:			\$ -
67	Complex and Field maintenance costs	(180,000)	(132,186)	\$ 47,814
68	ED,TD,Admin,PD,Keepers,Payroll	(309,240)	(527,808)	\$ (218,568)
69	Referee Directors/Assignors	(46,300)		\$ 46,300
70	Interest income (expense)	3,315	2,172	\$ (1,143)
71	Administrative & other costs	(61,125)	(172,939)	\$ (111,814)
72	Shared program operating expense	(593,350)	(830,761)	\$ (237,411)
73	Net income	\$ 3,142	\$ 142,085	\$ 138,943

Recreational League Fee		Number of Players	Expected Income	
U4-U5 (3v3)	\$ 90.00		\$ -	240 kids gc
U6-U8 (4x4)	\$ 100.00		\$ -	
U9-U10 (7v7)	\$ 105.00		\$ -	
U11-U12 (9v9)	\$ 110.00		\$ -	
U13-U18	\$ 120.00		\$ -	
Averages	\$ 105.00	2052	\$ 215,407.50	
Academy				
U7-U8 (annual)	\$ 1,215.00			
U9-U10 (annual)	\$ 1,265.00			
U7-U8 (Spring)	\$ 610.00			
U9-U10 (Spring)	\$ 635.00			
Averages	\$ 1,240.00	214	\$ 265,608.00	20K in Sch
Competative				
OPL U11-U18	\$ 2,275.00			100K-120K
ECNL U13-U18 Boys	\$ 2,575.00			81K in Sch
ECNL U13-U18 Girls	\$ 2,575.00			
Averages	\$ 2,475.00	527	\$ 1,303,500.00	
Adult League	\$ 100.00	146	\$ 14,550.00	
Totals			\$ 1,784,515.50	

ot scholarship

olarships

in Scholarships
olarships

Payroll
Referees
Field Rentals
Other

FOR TAX YEAR 2025

NORMAN YOUTH SOCCER ASSOCIATION

TAX WORX II

9220 S PENNSYLVANIA STE D

Oklahoma City, OK 73159

(405) 735-3031

TAX WORX II

9220 S PENNSYLVANIA STE D
Oklahoma City, OK 73159
tracy@taxworx-4u.com
Phone: (405)735-3031 | Fax:

Item 5.

September 02, 2026

Norman Youth Soccer Association
1001 East Robinson
Norman, OK 73071

Subject: Preparation of 2025 Tax Returns

Norman Youth Soccer Association:

Thank you for choosing TAX WORX II to assist with the 2025 taxes for Norman Youth Soccer Association. This letter confirms the terms of the engagement and outlines the nature and extent of the services we will provide.

We will prepare the 2025 federal and state income tax returns for Norman Youth Soccer Association. We will depend on management to provide the information we need to prepare complete and accurate returns. We may ask management to clarify some items but will not audit or otherwise verify the data submitted.

We will perform accounting services only as needed to prepare the tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for management to clarify some of the information submitted. We will inform management of any material errors, fraud, or other illegal acts we discover.

The law imposes penalties when taxpayers underestimate their tax liability. Call us if there are any concerns about such penalties.

Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on the behalf of Norman Youth Soccer Association, the alternative selected by management.

Our fee is based on the time required at standard billing rates plus out-of-pocket expenses. Invoices are due and payable upon presentation. All accounts not paid within thirty (30) days are subject to interest charges to the extent permitted by state law.

We will return the original records to management at the end of this engagement. Store these records, along with all supporting documents, in a secure location. We retain copies of your records and our work papers from your engagement for up to seven years, after which these documents will be destroyed.

If management has not selected to e-file the returns with our office, management will be solely responsible to file the returns with the appropriate taxing authorities. The tax matters representative should review all tax-return documents carefully before signing them. Our engagement to prepare the 2025 tax returns will conclude with the delivery of the completed returns to management, or with e-filed returns, with the tax matters representative's signature and our subsequent submittal of the tax return.

To affirm that this letter correctly summarizes the arrangements for this work, sign the enclosed copy of this letter in the space indicated and return it to us in the envelope provided.

Thank you for the opportunity to be of service. For further assistance with your tax return needs, contact our office at (405)735-3031.

Sincerely,

Tracy Pelley-Rariden

Tracy Pelley-Rariden
TAX WORX II

Accepted By:

Officer

Date

TAX WORX II

Item 5.

9220 S PENNSYLVANIA STE D
Oklahoma City, OK 73159
tracy@taxworx-4u.com
Phone: (405)735-3031 | Fax:

September 02, 2026

Norman Youth Soccer Association
1001 East Robinson
Norman, OK 73071

Norman Youth Soccer Association:

Enclosed is a copy of 2025 Form 8868, Federal Application for Extension of Time To File an Exempt Organization Return, prepared for Norman Youth Soccer Association. This form will be e-filed with the IRS. Norman Youth Soccer Association will not be notified upon approval of an initial extension. The IRS will send notification only if the request for extension is denied.

Thank you for the opportunity to be of service. For further assistance with your tax return needs, contact our office at (405)735-3031.

Sincerely,



Tracy Pelley-Rariden
TAX WORX II

TAX WORX II

9220 S PENNSYLVANIA STE D
Oklahoma City, OK 73159
tracy@taxworx-4u.com
Phone: (405)735-3031 | Fax:

Item 5.

September 02, 2026

Norman Youth Soccer Association
1001 East Robinson
Norman, OK 73071

Your privacy is important to us. Read the following privacy policy.

We collect nonpublic personal information about you from various sources, including:

- * Interviews regarding your tax situation
- * Applications, organizers, or other documents that supply such information as your name, address, telephone number, Social Security Number, number of dependents, income, and other tax-related data
- * Tax-related documents you provide that are required for processing tax returns, such as Forms W-2, 1099R, 1099-INT and 1099-DIV, and stock transactions

We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as requested by our clients or as required by law.

We restrict access to personal information concerning you, except to our employees who need such information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your personal information.

If you have any questions about our privacy policy, contact our office at (405)735-3031.

Sincerely,

Tracy Pelley-Rariden
Tracy Pelley-Rariden
TAX WORX II

A For the 2025 calendar year, or tax year beginning , 2025, and ending , 20

B Check if applicable:
☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization **NORMAN YOUTH SOCCER ASSOCIATION**
Doing business as
Number and street (or P.O. box if mail is not delivered to street address) Room/suite
1001 EAST ROBINSON
City or town, state or province, country, and ZIP or foreign postal code
NORMAN, OK 73071

D Employer identification number
73-1054781
E Telephone number
(405) 573-0070
G Gross receipts
\$ **2,945,851**

F Name and address of principal officer: **LAUREN STONE**
Same as C above
H(a) Is this a group return for subordinates? ☐ Yes ☒ No
H(b) Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. See instructions
H(c) Group exemption number

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: **WWW.OKLAHOMACELTIC.COM**

K Form of organization: ☐ Corporation ☐ Trust ☒ Association ☐ Other

L Year of formation: **1979**

M State of legal domicile: **OK**

Part I Summary			
Activities & Governance	1	Briefly describe the organization's mission or most significant activities: TO ENCOURAGE, PROMOTE AND STIMULATE INTEREST AND PARTICIPATION IN THE GAME OF SOCCER BY ORGANIZING RECREATIONAL AND COMPETITIVE SOCCER TEAMS; DEVELOPING PLAYERS, COACHES AND REFEREES; PROMOTING SPORTSMANSHIP; MAINTAINING PROPER PLAYING FACILITIES; AND OPERATING RESPONSIBLY.	
	2	Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.	
	3	Number of voting members of the governing body (Part VI, line 1a)	7
	4	Number of independent voting members of the governing body (Part VI, line 1b)	7
	5	Total number of individuals employed in calendar year 2025 (Part V, line 2a)	7
	6	Total number of volunteers (estimate if necessary)	8
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	0
Revenue	7b	Net unrelated business taxable income from Form 990-T, Part I, line 11	0
	8	Contributions and grants (Part VIII, line 1h)	516,049
	9	Program service revenue (Part VIII, line 2g)	2,134,856
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	4,762
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	201,366
Expenses	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	2,857,033
	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	526,434
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0
Net Assets or Fund Balances	16b	Total fundraising expenses (Part IX, column (D), line 25)	107,128
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	2,367,959
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	2,894,393
	19	Revenue less expenses. Subtract line 18 from line 12	(37,360)
	20	Total assets (Part X, line 16)	579,923
	21	Total liabilities (Part X, line 26)	656,891
	22	Net assets or fund balances. Subtract line 21 from line 20	10,485
		Beginning of Current Year	End of Year
		579,923	646,406

Part II Signature Block

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

Sign Here

LAUREN STONE
Signature of officer
LAUREN STONE, PRESIDENT
Type or print name and title

09-02-2026
Date

Paid Preparer Use Only

Preparer's name **Tracy Pelley-Rariden** Preparer's signature *Tracy Pelley-Rariden* Date **09-02-2026**
Check ☐ if self-employed PTIN **XXXXXXXXXX**
Firm's name **TAX WORK II** Firm's EIN
Firm's address **9220 S PENNSYLVANIA STE D** Phone no. **405-735-3031**
Oklahoma City OK 73159

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

Form 990 (2025) Created 4/24/2025

Part III Statement of Program Service AccomplishmentsCheck if Schedule O contains a response or note to any line in this Part III ☐**1** Briefly describe the organization's mission:

TO ENCOURAGE, PROMOTE AND STIMULATE INTEREST AND PARTICIPATION IN THE GAME OF SOCCER BY ORGANIZING RECREATIONAL AND COMPETITIVE SOCCER TEAMS; DEVELOPING PLAYERS, COACHES AND REFEREES; PROMOTING SPORTSMANSHIP; MAINTAINING PROPER PLAYING FACILITIES; AND OPERATING RESPONSIBLY.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☐ No

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

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

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

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.**4a** (Code:) (Expenses \$ 2,211,057 including grants of \$) (Revenue \$)

OPERATION OF SOCCER PROGRAMS FOR YOUTH AGES 3-19. THE ORGANIZATION PROVIDES EQUIPMENT, OFFICIALS, FIELDS AND OTHER FACILITIES. APPROXIMATELY 3000 CHILDREN PARTICIPATE ANNUALLY.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)**4c** (Code:) (Expenses \$ including grants of \$) (Revenue \$)**4d** Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses **2,211,057**

Part IV Checklist of Required Schedules

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

Part IV Checklist of Required Schedules (continued)

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

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

	Yes	No
1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	62
b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

Yes No

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

Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI ☒

Section A. Governing Body and Management

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

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

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

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed Oklahoma
- 18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
☐ Own website ☐ Another website ☒ Upon request ☐ Other (explain on Schedule O)
- 19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records.

TAX WORX II (405) 735-3031, 9220 S PENNSYLVANIA AVE STE D, OKLAHOMA CITY, OK 73159

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

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

See the instructions for the order in which to list the persons above.

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

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) LAUREN STONE PRESIDENT				X				0	0	0
(2) JUSTIN KOLLER TREASURER	5.00			X				0	0	0
(3)										
(4)										
(5)										
(6)										
(7)										
(8)										
(9)										
(10)										
(11)										
(12)										
(13)										
(14)										

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15) -----	-----							0	0	0
(16) -----	-----							0	0	0
(17) -----	-----							0	0	0
(18) -----	-----							0	0	0
(19) -----	-----							0	0	0
(20) -----	-----							0	0	0
(21) -----	-----							0	0	0
(22) -----	-----							0	0	0
(23) -----	-----							0	0	0
(24) -----	-----							0	0	0
(25) -----	-----							0	0	0
1b Subtotal								0	0	0
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)								0	0	0

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

3 Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*

	Yes	No
3		X
4		X
5		X

4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? *If "Yes," complete Schedule J for such individual*

5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*

Section B. Independent Contractors

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

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

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

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

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a	Federated campaigns	1a				
	b	Membership dues	1b				
	c	Fundraising events	1c	532,407			
	d	Related organizations	1d				
	e	Government grants (contributions) . .	1e				
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	16,199			
	g	Noncash contributions included in lines 1a-1f	1g	\$			
	h	Total. Add lines 1a-1f		548,606			
Program Service Revenue			Business Code				
	2a	MEMBERSHIP DUES ASSESS	711210	2,152,473	2,152,473		
	b	FIELD USE FEES	711210	2,803	2,803		
	c	SOCCER CAMPS	711210	69,177	69,177		
	d	OTHER YOUTH PLAYER PROG	711210	611	611		
	e	OTHER INCOME	711210	6,081	6,081		
	f	All other program service revenue	711210	1,418	1,418		
	g	Total. Add lines 2a-2f		2,232,563			
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)		4,141	4,141		
	4	Income from investment of tax-exempt bond proceeds					
	5	Royalties					
	6a	Gross rents	6a				
	b	Less: rental expenses . .	6b				
	c	Rental income or (loss)	6c				
	d	Net rental income or (loss)					
	7a	Gross amount from sales of assets other than inventory . .	7a				
	b	Less: cost or other basis and sales expenses . .	7b				
	c	Gain or (loss)	7c				
	d	Net gain or (loss)					
	8a	Gross income from fundraising events (not including \$ 532,407 of contributions reported on line 1c). See Part IV, line 18	8a				
	b	Less: direct expenses	8b				
	c	Net income or (loss) from fundraising events					
	9a	Gross income from gaming activities. See Part IV, line 19	9a				
	b	Less: direct expenses	9b				
	c	Net income or (loss) from gaming activities					
	10a	Gross sales of inventory, less returns and allowances	10a				
b	Less: cost of goods sold	10b					
c	Net income or (loss) from sales of inventory						
Miscellaneous Revenue			Business Code				
	11a	NON PROGRAM REVENUES	711210	2,310	2,310		
	b	MISCELLANEOUS	711210	33,458	33,458		
	c	SIGNS AND ADVERTISING	711210	80,975	80,975		
	d	All other revenue	711210	43,798	43,798		
	e	Total. Add lines 11a-11d		160,541			
12	Total revenue. See instructions		2,945,851	2,397,245	0		

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

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

☒**Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.**

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 . . .				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	468,250	390,663	77,587	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions) . .				
9 Other employee benefits	6,800		6,800	
10 Payroll taxes	29,733	27,652	2,081	
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	10,945		10,945	
d Lobbying				
e Professional fundraising services. See Part IV, line 17 . .				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.) . .	2,591		2,591	
12 Advertising and promotion	19,527		19,527	
13 Office expenses	2,516		2,516	
14 Information technology				
15 Royalties				
16 Occupancy	7,553		7,553	
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	30,181	30,181		
23 Insurance	6,886		6,886	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a COACHES FEES	749,156	749,156		
b REFEREE FEE	249,649	249,649		
c ECRL EXPENSE	233,967	233,967		
d FIELD MAINTENANCE	221,275	221,275		
e All other expenses	828,219	308,514	412,577	107,128
25 Total functional expenses. Add lines 1 through 24e . .	2,867,248	2,211,057	549,063	107,128
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720)				

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

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	179,830	1	257,157
	2 Savings and temporary cash investments	141,540	2	143,129
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	50,174	4	78,407
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 655,992		
	b Less: accumulated depreciation	10b 477,794	208,379	10c 178,198
	11 Investments - publicly traded securities		11	
	12 Investments - other securities. See Part IV, line 11		12	
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 33)	579,923	16	656,891	
Liabilities	17 Accounts payable and accrued expenses		17	10,485
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	0	26	10,485
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here ☐ and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions		27	
	28 Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here ☒ and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds	579,923	31	646,406
	32 Total net assets or fund balances	579,923	32	646,406
33 Total liabilities and net assets/fund balances	579,923	33	656,891	

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	2,945,851
2	Total expenses (must equal Part IX, column (A), line 25)	2	2,867,248
3	Revenue less expenses. Subtract line 2 from line 1	3	78,603
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	579,923
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	(12,120)
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	646,406

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☐

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

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

Attach to Form 990 or Form 990-EZ.

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

OMB No. 1545-0047

Item 5.

2025

Open to Public
Inspection

Name of the organization

Employer identification number

NORMAN YOUTH SOCCER ASSOCIATION

73-1054781

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

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

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 ☐ A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 ☒ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization must generally satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations
- g Provide the following information about the supported organization(s).

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

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

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

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2021	(b) 2022	(c) 2023	(d) 2024	(e) 2025	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						0

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2021	(b) 2022	(c) 2023	(d) 2024	(e) 2025	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2025 (line 6, column (f), divided by line 11, column (f))	14	%
15 Public support percentage for 2024 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test - 2025. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here . The organization qualifies as a publicly supported organization		☐
b 33 1/3% support test - 2024. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here . The organization qualifies as a publicly supported organization		☐
17a 10%-facts-and-circumstances test - 2025. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here . Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		☐
b 10%-facts-and-circumstances test - 2024. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here . Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		☐
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		☐

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

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

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2021	(b) 2022	(c) 2023	(d) 2024	(e) 2025	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	233,810	177,270	160,134	164,215	177,879	913,308
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	1,455,471	1,493,529	1,599,158	2,132,898	2,155,276	8,836,332
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	1,689,281	1,670,799	1,759,292	2,297,113	2,333,155	9,749,640
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b	0	0	0	0	0	0
8 Public support. (Subtract line 7c from line 6.)						9,749,640

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2021	(b) 2022	(c) 2023	(d) 2024	(e) 2025	(f) Total
9 Amounts from line 6	1,689,281	1,670,799	1,759,292	2,297,113	2,333,155	9,749,640
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	39,791	15,233		3,885	4,142	63,051
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	39,791	15,233		3,885	4,142	63,051
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	2,888		135,514	12,329	33,458	184,189
13 Total support. (Add lines 9, 10c, 11, and 12.)	1,731,960	1,686,032	1,894,806	2,313,327	2,370,755	9,996,880
14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2025 (line 8, column (f), divided by line 13, column (f))	15	97.53 %
16 Public support percentage from 2024 Schedule A, Part III, line 15	16	0.00 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2025 (line 10c, column (f), divided by line 13, column (f))	17	1 %
18 Investment income percentage from 2024 Schedule A, Part III, line 17	18	0 %

19a 33 1/3% support tests - 2025. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization	☒
b 33 1/3% support tests - 2024. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization	☐
20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions	☐

Part IV Supporting Organizations

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

Section A. All Supporting Organizations

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

Part IV Supporting Organizations (continued)

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

Section B. Type I Supporting Organizations

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

Section C. Type II Supporting Organizations

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

Section D. All Type III Supporting Organizations

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

Section E. Type III Functionally Integrated Supporting Organizations

- 1** Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).
- a** ☐ The organization satisfied the Activities Test. Complete **line 2** below.
- b** ☐ The organization is the parent of each of its supported organization. Complete **line 3** below.
- c** ☐ The organization supported a governmental supported organization. Describe in **Part VI** how you supported a governmental supported organization (see instructions). (see instructions).

2 Activities Test. Answer lines 2a and 2b below.

- a** Did substantially all of the organization's activities during the tax year directly further the exempt purposes of its supported organization(s)? If "Yes," then in **Part VI** identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to each of its supported organizations, and how the organization determined that these activities constituted substantially all of its activities.
- b** Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in **Part VI** the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.

3 Parent of Supported Organizations. Answer lines 3a, 3b, and 3c below.

- a** Are the organization and its supported organization(s) part of an integrated system (for example, a hospital system)? If "Yes," provide details in **Part VI**.
- b** Did the organization direct the policies, programs, and activities of each of its supported organizations? If "Yes," describe in **Part VI** the role played by the organization in this regard.
- c** Did the organization have the power to regularly appoint or elect (and remove) a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No," provide details in **Part VI**.

	Yes	No
2a		
2b		
3a		
3b		
3c		

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

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

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

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

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

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

Section D - Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required - provide details in Part VI)	5
6	Total annual distributions. Add lines 1 through 5.	6
7	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	7
8	Distributable amount for 2025 from Section C, line 6	8
9	Line 7 amount divided by line 8 amount	9

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2025	(iii) Distributable Amount for 2025
1	Distributable amount for 2025 from Section C, line 6		
2	Underdistributions, if any, for years prior to 2025 (reasonable cause required - explain in Part VI). See instructions.		
3	Excess distributions carryover, if any, to 2025		
a	From 2020		
b	From 2021		
c	From 2022		
d	From 2023		
e	From 2024		
f	Total of lines 3a through 3e		
g	Applied to underdistributions of prior years		
h	Applied to 2025 distributable amount		
i	Carryover from 2020 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.		
4	Distributions for 2025 from Section D, line 6: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2025 distributable amount		
c	Remainder. Subtract lines 4a and 4b from line 4.		
5	Remaining underdistributions for years prior to 2025, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI . See instructions.		
6	Remaining underdistributions for 2025. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions.		
7	Excess distributions carryover to 2026. Add lines 3j and 4c.		
8	Breakdown of line 7:		
a	Excess from 2021		
b	Excess from 2022		
c	Excess from 2023		
d	Excess from 2024		
e	Excess from 2025		

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, 3b, and 3c; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5 and 7; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Client Copy

SCHEDULE D
(Form 990)

(Rev. December 2024)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

Attach to Form 990.

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

OMB No. 1545-0047

Item 5.

Open to Public
Inspection

Name of the organization

Employer identification number

NORMAN YOUTH SOCCER ASSOCIATION

73-1054781

Part I

Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts

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

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?		☐ Yes ☐ No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?		☐ Yes ☐ No

Part II

Conservation Easements

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply). ☐ Preservation of land for public use (for example, recreation or education) ☐ Protection of natural habitat ☐ Preservation of open space ☐ Preservation of a historically important land area ☐ Preservation of a certified historic structure	
2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.	
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included on line 2a	2c
d Number of conservation easements included on line 2c acquired after July 25, 2006, and not on a historic structure listed in the National Register	2d
3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year	
4 Number of states where property subject to conservation easement is located	
5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?	☐ Yes ☐ No
6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year	
7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year	\$
8 Does each conservation easement reported on line 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?	☐ Yes ☐ No
9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.	

Part III

Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.	
b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items. (i) Revenue included on Form 990, Part VIII, line 1 (ii) Assets included in Form 990, Part X	 \$ \$
2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items. a Revenue included on Form 990, Part VIII, line 1 b Assets included in Form 990, Part X	 \$ \$

Part III	Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets <i>(continued)</i>
-----------------	---

- 3** Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply).
- a** ☐ Public exhibition
- b** ☐ Scholarly research
- c** ☐ Preservation for future generations
- d** ☐ Loan or exchange program
- e** ☐ Other _____
- 4** Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5** During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV	Escrow and Custodial Arrangements
----------------	--

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a** Is the organization an agent, trustee, custodian, or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table.

	Amount
c Beginning balance	1c
d Additions during the year	1d
e Distributions during the year	1e
f Ending balance	1f

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII ☐

Part V	Endowment Funds
---------------	------------------------

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 2** Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment _____ %
- b Permanent endowment _____ %
- c Term endowment _____ %
- The percentages on lines 2a, 2b, and 2c should equal 100%.

- 3a** Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

(i) Unrelated organizations?	3a(i)		
(ii) Related organizations?	3a(ii)		
If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

- 4** Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI	Land, Buildings, and Equipment
----------------	---------------------------------------

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings		35,756	11,425	24,331
c Leasehold improvements		491,412	358,729	132,683
d Equipment		123,501	107,640	15,861
e Other STMD 1E		5,323		5,323
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, line 10c, column (B))				178,198

Part VII Investments - Other Securities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other _____		
(A) _____		
(B) _____		
(C) _____		
(D) _____		
(E) _____		
(F) _____		
(G) _____		
(H) _____		
Total. (Column (b) must equal Form 990, Part X, line 12, col. (B))		

Part VIII Investments - Program Related

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) _____		
(2) _____		
(3) _____		
(4) _____		
(5) _____		
(6) _____		
(7) _____		
(8) _____		
(9) _____		
Total. (Column (b) must equal Form 990, Part X, line 13, col. (B))		

Part IX Other Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) _____	
(2) _____	
(3) _____	
(4) _____	
(5) _____	
(6) _____	
(7) _____	
(8) _____	
(9) _____	
Total. (Column (b) must equal Form 990, Part X, line 15, col. (B))	

Part X Other Liabilities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value	
(1) Federal income taxes		
(2) _____		
(3) _____		
(4) _____		
(5) _____		
(6) _____		
(7) _____		
(8) _____		
(9) _____		
Total. (Column (b) must equal Form 990, Part X, line 25, col. (B))		

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ☐

Part XIII Supplemental Information (continued)

Client Copy

Supplemental Information Regarding Fundraising or Gaming Activities

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19; or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.

Attach to Form 990 or Form 990-EZ.

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

OMB No. 1545-0047

Item 5.

Open to Public Inspection

Name of the organization

Employer identification number

NORMAN YOUTH SOCCER ASSOCIATION

73-1054781

Part I Fundraising Activities. Complete if the organization answered "Yes" on Form 990, Part IV, line 17.
Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- | | |
|--|--|
| a ☐ Mail solicitations | e ☐ Solicitation of nongovernment grants |
| b ☐ Internet and email solicitations | f ☐ Solicitation of government grants |
| c ☐ Phone solicitations | g ☐ Special fundraising events |
| d ☐ In-person solicitations | |

2a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services?

☐ Yes ☐ No

b If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total						

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

Part II

Fundraising Events. Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events (add col. (a) through col. (c))
		<u>TOURNEYS</u> (event type)	<u>GOLF TOURNEY</u> (event type)	<u>4</u> (total number)	
Revenue	1	Gross receipts			
	2	Less: Contributions			
	3	Gross income (line 1 minus line 2)			
Direct Expenses	4	Cash prizes			
	5	Noncash prizes			
	6	Rent/facility costs			
	7	Food and beverages			
	8	Entertainment			
	9	Other direct expenses			
	10	Direct expense summary. Add lines 4 through 9 in column (d)			
	11	Net income summary. Subtract line 10 from line 3, column (d)			

Part III

Gaming. Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	1	Gross revenue			
Direct Expenses	2	Cash prizes			
	3	Noncash prizes			
	4	Rent/facility costs			
	5	Other direct expenses			
	6	☐ Yes _____ % ☐ No	☐ Yes _____ % ☐ No	☐ Yes _____ % ☐ No	
	7	Direct expense summary. Add lines 2 through 5 in column (d)			
	8	Net gaming income summary. Subtract line 7 from line 1, column (d)			

9 Enter the state(s) in which the organization conducts gaming activities: _____

a Is the organization licensed to conduct gaming activities in each of these states? ☐ Yes ☐ No

b If "No," explain: _____

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? ☐ Yes ☐ No

b If "Yes," explain: _____

**SCHEDULE O
(Form 990)**

(Rev. December 2024)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

Attach to Form 990 or Form 990-EZ.

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

OMB No. 1545-0047

Item 5.

**Open to Public
Inspection**

Name of the organization

NORMAN YOUTH SOCCER ASSOCIATION

Employer identification number

73-1054781

01. Members or stockholder classes and rights (Part VI, line 6)

TO VOTE ON EACH MATTER PRESENTED TO THE BOARD FOR ACTION.

TO TAKE ACTION ON BEHALF OF THE ORGANIZATION BUT ONLY IF DULY DELEGATED WITH SUCH
AUTHORITY.

TO HAVE MEANS OF COMMUNICATING WITH OTHER BOARD MEMBERS CONCURRENTLY AT ANY BOARD MEETING.

02. Member election for additional members (Part VI, line 7a)

BOARD MEMBERS HAVE THE RIGHT TO ELECT OR APPOINT ADDITIONAL MEMBERS AS APPROVED BY THE
BOARD.

03. Governing body decisions (Part VI, line 7b)

GOVERNANCE DECISIONS ARE SUBJECT TO APPROVAL BY BOARD MEMBERS

04. Form 990 governing body review (Part VI, line 11)

A BOARD MEMBER REVIEWS THE ENTIRE RETURN AND RECONCILES THE AMOUNTS TO EXISTING,
UNDERLYING ACCOUNTING RECORDS BEFORE RETURN IS FILED.

05. CEO, executive director, top management comp (Part VI, line 15a)

DECISIONS OF TOP MANAGEMENT COMPENSATION ARE SUBJECT TO BOARD VOTING AND APPROVAL.

06. Other officer or key employee compensation (Part VI, line 15b)

DECISIONS OF OFFICERS AND KEY EMPLOYEES COMPENSATION ARE SUBJECT TO BOARD VOTING AND
APPROVAL.

07. Governing documents, etc., available to public (Part VI, line 19)

DOCUMENTS ARE AVAILABLE UPON REQUEST

08. List of other expenses (Part IX, line 24e)

OTHER EXPENSES CONSIST OF REGISTRATION FEES,, OTHER COMPETITIVE COST, SOCCER CAMPS, OTHER
YOUTH PLAYER EXPENSES AND OTHER DIRECTOR COSTS

**Application for Extension of Time To File an Exempt Organization
Return or Excise Taxes Related to Employee Benefit Plans**File a separate application for each return.
Go to www.irs.gov/Form8868 for the latest information.

OMB No. 1545-0047

Item 5.

Electronic filing (e-file). You can electronically file Form 8868 to request up to a 6-month extension of time to file any of the forms listed below except for Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts. An extension request for Form 8870 must be sent to the IRS in a paper format (see instructions). For more details on the electronic filing of Form 8868, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-TE and Form 8879-TE for payment instructions.

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Part I - Identification

Type or Print File by the due date for filing your return. See instructions.	Name of exempt organization, employer, or other filer, see instructions. NORMAN YOUTH SOCCER ASSOCIATION	Taxpayer identification number (TIN) 73-1054781
	Number, street, and room or suite no. If a P.O. box, see instructions. 1001 EAST ROBINSON	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. NORMAN, OK 73071	

Enter the Return Code for the return that this application is for (file a separate application for each return)

0	1
---	---

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 4720 (other than individual)	09
Form 4720 (individual)	03	Form 5227	10
Form 990-PF	04	Form 6069	11
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 8870	12
Form 990-T (trust other than above)	06	Form 5330 (individual)	13
Form 990-T (corporation)	07	Form 5330 (other than individual)	14
Form 1041-A	08	Form 990-T (governmental entities)	15

• After you enter your Return Code, complete either Part II or Part III. Part III, including signature, is applicable only for an extension of time to file Form 5330.

• If this application is for an extension of time to file Form 5330, you must enter the following information.

Plan Name _____
Plan Number _____
Plan Year Ending (MM/DD/YYYY) _____**Part II - Automatic Extension of Time To File for Exempt Organizations** (see instructions)The books are in the care of **TAX WORK II, 9220 S PENNSYLVANIA AVE STE D OKLAHOMA CITY, OK 73159**
Telephone No. **405-735-3031** Fax No. _____

• If the organization does not have an office or place of business in the United States, check this box ☐

• If this is for a Group Return, enter the organization's four-digit Group Exemption Number (GEN) _____

If this is for the whole group, check this box ☐

If it is for part of the group, check this box and attach a list with the names and TINs of all members the extension is for ☐

1 I request an automatic 6-month extension of time until 11-16, 2026, to file the **exempt organization return** for the organization named above. The extension is for the organization's return for:

☒ calendar year 2025 or☐ tax year beginning _____, 20____, and ending _____, 20____.

2 If the tax year entered in line 1 is for less than 12 months, check reason:

☐ Initial return ☐ Final return ☐ Change in accounting period

3a If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$

Form **8879-TE****IRS E-file Signature Authorization
for a Tax-Exempt Entity**

OMB No. 1545-0047

Item 5.

Department of the Treasury
Internal Revenue Service

For calendar year 2025, or fiscal year beginning _____, 2025, and ending _____, 20

Do not send to the IRS. Keep for your records.
Go to www.irs.gov/Form8879TE for the latest information.**2025**

Name of filer

EIN or SSN

NORMAN YOUTH SOCCER ASSOCIATION**73-1054781**

Name and title of officer or person subject to tax

LAUREN STONE, PRESIDENT**Part I Type of Return and Return Information**

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b**, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a Form 990 check here ☐	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b _____
2a Form 990-EZ check here . . . ☐	b Total revenue, if any (Form 990-EZ, line 9)	2b _____
3a Form 1120-POL check here . ☐	b Total tax (Form 1120-POL, line 22)	3b _____
4a Form 990-PF check here . . . ☐	b Tax based on investment income (Form 990-PF, Part V, line 5)	4b _____
5a Form 8868 check here ☒	b Balance due (Form 8868, line 3c)	5b <u>0</u>
6a Form 990-T check here ☐	b Total tax (Form 990-T, Part III, line 4)	6b _____
7a Form 4720 check here ☐	b Total tax (Form 4720, Part III, line 1)	7b _____
8a Form 5227 check here ☐	b FMV of assets at end of tax year (Form 5227, item D)	8b _____
9a Form 5330 check here ☐	b Tax due (Form 5330, Part II, line 19)	9b _____
10a Form 8038-CP check here . . ☐	b Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b _____

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☐ I am an officer of the above entity or ☐ I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the

2025 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☒ I authorize **TAX WORX II** to enter my PIN **54781** as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the tax year 2025 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2025 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax

Date **09-02-2026****Part III Certification and Authentication**

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

XXXXXX 73160**Do not enter all zeros**

I certify that the above numeric entry is my PIN, which is my signature on the 2025 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature

*Tracy Pelley-Rariden*Date **09-02-2026****ERO Must Retain This Form - See Instructions****Do Not Submit This Form to the IRS Unless Requested To Do So****For Privacy Act and Paperwork Reduction Act Notice, see the instructions.**Form **8879-TE** (2025) Created 5/17/25

EEA

269

Form **8879-TE****IRS E-file Signature Authorization
for a Tax-Exempt Entity**

OMB No. 1545-0047

Item 5.

Department of the Treasury
Internal Revenue Service

For calendar year 2025, or fiscal year beginning _____, 2025, and ending _____, 20

Do not send to the IRS. Keep for your records.
Go to www.irs.gov/Form8879TE for the latest information.**2025**

Name of filer

EIN or SSN

NORMAN YOUTH SOCCER ASSOCIATION**73-1054781**

Name and title of officer or person subject to tax

LAUREN STONE, PRESIDENT**Part I Type of Return and Return Information**

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b**, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a Form 990 check here ☒	b Total revenue, if any (Form 990, Part VIII, column (A), line 12) 1b <u>2,945,851</u>
2a Form 990-EZ check here ☐	b Total revenue, if any (Form 990-EZ, line 9) 2b _____
3a Form 1120-POL check here ☐	b Total tax (Form 1120-POL, line 22) 3b _____
4a Form 990-PF check here ☐	b Tax based on investment income (Form 990-PF, Part V, line 5) 4b _____
5a Form 8868 check here ☐	b Balance due (Form 8868, line 3c) 5b _____
6a Form 990-T check here ☐	b Total tax (Form 990-T, Part III, line 4) 6b _____
7a Form 4720 check here ☐	b Total tax (Form 4720, Part III, line 1) 7b _____
8a Form 5227 check here ☐	b FMV of assets at end of tax year (Form 5227, item D) 8b _____
9a Form 5330 check here ☐	b Tax due (Form 5330, Part II, line 19) 9b _____
10a Form 8038-CP check here ☐	b Amount of credit payment requested (Form 8038-CP, Part III, line 22) 10b _____

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☐ I am an officer of the above entity or ☐ I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the

2025 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☒ I authorize **TAX WORX II** to enter my PIN **54781** as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the tax year 2025 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2025 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax

Date **09-02-2026****Part III Certification and Authentication****ERO's EFIN/PIN.** Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.**XXXXXX 73160****Do not enter all zeros**

I certify that the above numeric entry is my PIN, which is my signature on the 2025 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature

Tracy Pelley-Kariden

Date

09-02-2026**ERO Must Retain This Form - See Instructions****Do Not Submit This Form to the IRS Unless Requested To Do So**

For Privacy Act and Paperwork Reduction Act Notice, see the instructions.

Form **8879-TE** (2025) Created 5/17/25

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270

FOR YOUR RECORDS ONLY
Federal Supporting Statements

2025 PG01

Name(s) as shown on return

Tax ID Number

NORMAN YOUTH SOCCER ASSOCIATION

73-1054781

Form 990 - Schedule D - Part VI - Line 1e
Investments - Other

Statement #D1e

<u>Description of Investment</u>	<u>Cost/Basis (Investment)</u>	<u>Cost/Basis (Other)</u>	<u>Depr</u>	<u>Book Value</u>
FURNITURE	0	5,323	5,322	1
Total	0	5,323	5,322	1

Client Copy

990

Overflow Statement

(This page is not filed with the return. It is for your records only.)

2025

Page 1

Name(s) as shown on return

FEIN

NORMAN YOUTH SOCCER ASSOCIATION

73-1054781

OVERFLOW STATEMENT

DESCRIPTION

AMOUNT

BANK FEES	\$ 50,474
MISCELLANEOUS	(291)
PAYPAL FEES	4,374
SHARED PROGRAM EXPENSES	32,214
TGS FEES	312,774
AONAI FEES	13,032
TOTAL:	\$ 412,577

OVERFLOW STATEMENT

DESCRIPTION

AMOUNT

COMPETITIVE EXPENSES	\$ 129,603
OTHER YOUTH PLAYER EXP	103,216
SOCCER TOURNEYS	75,695
TOTAL:	\$ 308,514

Client Copy

* Item is included in UBIA
for Section 199A calculations.
See "UBIA" in lower right corner.
Name(s) as shown on return

Depreciation Detail Listing

Program Services

(This page is not filed with the return. It is for your records only.)

2025

PAGE 1

Item 5.

Social security number/EIN

73-1054781

NORMAN YOUTH SOCCER ASSOCIATION

No.	Description	Date	Cost	Basis Adjustment	Business percentage	Section 179	Bonus depreciation	Depreciable Basis	Life	Method	Rate	Prior Depreciation	Current Depreciation	Accumulated Depreciation	AMT Current
1	2 GOLF CARTS	09-12-2016	10,211		100.00			10,211	5		0	10,211		10,211	
2	ADMINISTRATION BUILDING	07-09-2012	35,756		100.00			35,756	39	SL MM	2.564	11,425	917	12,342	
3	OFFICE CHAIR	07-07-2009	97		100.00			97	7		0	97		97	
4	OFFICE FURNITURE	04-04-2012	1,290		100.00			1,290	5		0	1,290		1,290	
5	OFFICE TABLE CHAIRS	05-02-2016	3,936		100.00			3,936	7		0	3,935		3,935	
6	FIELD EQUIPMENT	01-01-2000	5,153		100.00			5,153	7		0	5,153		5,153	
7	4 GOALS AND NETS	09-21-2006	6,170		100.00			6,170	7		0	6,025		6,025	
8	NETS FOR GOALS	12-09-2006	1,000		100.00			1,000	7		0	941		941	
9	SOCCER COMPLEX FENCE	05-18-2007	60,293		100.00			60,293	15		0	60,293		60,293	
10	SPRINKLER SYSTEM	09-19-2007	4,500		100.00			4,500	15		0	4,500		4,500	
11	SOCCER COMPLEX RENOVATION	11-06-2008	91,967		100.00			91,967	39	SL MM	2.564	40,381	2,358	42,739	
12	SOCCER GOALS	04-22-2008	24,495		100.00			24,495	7		0	24,495		24,495	
13	SIGN	11-12-2008	2,698		100.00			2,698	7		0	2,698		2,698	
14	SOCCER COMPLEX RENOVATION	03-25-2008	79,806		100.00			79,806	39	SL MM	2.564	34,358	2,046	36,404	
15	SOCCER COMPLEX FENCE	07-28-2009	9,061		100.00			9,061	15		0	9,061		9,061	
16	SOCCER GOALS	09-14-2009	2,815		100.00			2,815	7		0	2,815		2,815	
17	SOCCER GOALS AND NET	09-02-2010	711		100.00			711	7		0	711		711	
18	SOCCER COMPLEX FENCE	10-05-2012	3,000		100.00			3,000	15	SL HY	6.667	2,500	200	2,700	
19	2 SOCCER GOALS 8X24	03-08-2013	7,112		100.00			7,112	7		0	7,112		7,112	
20	GATOR	06-12-2013	11,698		100.00			11,698	7		0	11,698		11,698	
21	5 SOCCER GOALS	08-01-2013	15,000		100.00			15,000	7		0	15,000		15,000	
22	LIGHTING FOR FIELDS	11-24-2013	80,869		100.00			80,869	15	SL MQ	6.667	59,996	5,391	65,387	
23	NEW GOALS	03-03-2014	7,112		100.00			7,112	7		0	7,112		7,112	
24	JD LAWNMOWER	04-03-2014	9,550		100.00			9,550	7		0	9,550		9,550	
25	1 SOCCER GOAL 6X18	08-31-2014	3,137		100.00			3,137	7		0	3,137		3,137	
26	2 SOCCER GOALS 5X9	08-31-2014	1,576		100.00			1,576	7		0	1,576		1,576	
27	TOPO OF SOCCER COMPLEX	12-12-2014	4,000		100.00			4,000	15	SL HY	6.667	2,803	267	3,070	
28	1 SOCCER GOAL 7X21	09-04-2015	3,500		100.00			3,500	7		0	3,500		3,500	
29	3D RENDERING OF COMPLEX	12-15-2015	7,250		100.00			7,250	15	SL MQ	6.667	4,413	483	4,896	
30	NEW AC UNIT	09-08-2016	2,348		100.00			2,348	39	SL MM	2.564	498	60	558	

* Item is included in UBIA
for Section 199A calculations.
See "UBIA" in lower right corner.

Depreciation Detail Listing

Program Services

(This page is not filed with the return. It is for your records only.)

2025

PAGE 2

Item 5.

Name(s) as shown on return

Social security number/EIN

NORMAN YOUTH SOCCER ASSOCIATION

73-1054781

No.	Description	Date	Cost	Basis Adjustment	Business percentage	Section 179	Bonus depreciation	Depreciable Basis	Life	Method	Rate	Prior Depreciation	Current Depreciation	Accumulated Depreciation	AMT Current
31	IRRIGATION IMPROVEMENT	06-28-2016	2,700		100.00			2,700	15	SL HY	6.667	1,726	180	1,906	
32	CONCEPTUAL MASTER PLAN	06-30-2016	7,250		100.00			7,250	15	SL HY	6.667	4,633	483	5,116	
33	RETAINING WALL	08-31-2016	6,240		100.00			6,240	15	SL HY	6.667	3,988	416	4,404	
34	AMAZON SOCCER GOALS	08-04-2016	3,061		100.00			3,061	7		0	3,061		3,061	
35	3 SETS OF 7X21 GOALS	08-31-2016	11,850		100.00			11,850	7		0	11,850		11,850	
36	1 SET OF 7X21 GOAL	12-06-2016	3,950		100.00			3,950	7		0	3,949		3,949	
37	DIGITAL MODEL FIELD	07-14-2016	3,400		100.00			3,400	15	150 DB HY	5.9	2,097	201	2,298	
38	1 SET SOCCER GOAL21X7	01-31-2017	3,950		100.00			3,950	7		0	3,949		3,949	
39	7X21 SOCCER GOAL SET	02-28-2018	4,190		100.00			4,190	7		0	4,003	187	4,190	
40	COMPUTER	05-31-2000	3,284		100.00			3,284	5		0	3,284		3,284	
41	LASER PRINTER	11-26-2002	750		100.00			750	5		0	700		700	
42	SOFTWARE	02-04-2003	113		100.00			113	3		0	113		113	
43	COMPUTER	02-10-2003	2,193		100.00			2,193	5		0	2,193		2,193	
44	SOFTWARE LOGICAL SOLUTION	02-10-2003	568		100.00			568	3		0	568		568	
45	COMPUTER	03-27-2003	2,762		100.00			2,762	5		0	2,762		2,762	
46	SOFTWARE	11-16-2003	485		100.00			485	3		0	485		485	
47	COMPUTER	07-07-2009	595		100.00			595	5		0	595		595	
48	WEBSITE SOFTWARE	01-05-2010	423		100.00			423	3		0	423		423	
49	LAPTOP	03-08-2010	583		100.00			583	3		0	583		583	
50	DESKTOP COMPUTER	04-21-2010	595		100.00			595	3		0	595		595	
51	COMPUTER SOFTWARE	05-20-2010	150		100.00			150	3		0	150		150	
52	WINDOW TINT	08-28-2012	919		100.00			919	5		0	919		919	
53	ICE MACHINE	08-28-2012	4,140		100.00			4,140	5		0	4,140		4,140	
54	COMPUTER	12-17-2013	671		100.00			671	3		0	671		671	
55	COMPUTER	01-16-2015	758		100.00			758	5		0	758		758	
56	LAPTOP TRUDGIAN	08-03-2015	510		100.00			510	5		0	510		510	
57	COMPUTER	10-28-2015	552		100.00			552	5		0	552		552	
58	COPIER	05-23-2016	322		100.00			322	5		0	322		322	
59	CONFERENCE ROOM TV	09-27-2016	781		100.00			781	5		0	781		781	
60	CAMERA	08-16-2016	2,499		100.00			2,499	5		0	2,499		2,499	

* Item is included in UBIA
for Section 199A calculations.
See "UBIA" in lower right corner.

Depreciation Detail Listing

Program Services

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2025

PAGE 3

Item 5.

Name(s) as shown on return

Social security number/EIN

NORMAN YOUTH SOCCER ASSOCIATION

73-1054781

No.	Description	Date	Cost	Basis Adjustment	Business percentage	Section 179	Bonus depreciation	Depreciable Basis	Life	Method	Rate	Prior Depreciation	Current Depreciation	Accumulated Depreciation	AMT Current
61	TC 40D TRACTOR	08-16-2019	8,000		100.00			8,000	7	200 DB HY	8.93	6,928	714	7,642	
62	CHANDLER SPREADER	08-16-2019	10,500		100.00			10,500	7	200 DB HY	8.93	9,093	938	10,031	
63	GRADE RITE BOX BLADE	08-16-2019	1,000		100.00			1,000	7	200 DB HY	8.93	866	89	955	
64	BUSH HOG AERATOR	08-16-2019	500		100.00			500	7	200 DB HY	8.93	432	45	477	
65	JD Z950 M 256904	03-14-2018	9,350		100.00			9,350	7		0	8,933	417	9,350	
66	JD Z950M 257252	03-14-2018	9,350		100.00			9,350	7		0	8,933	417	9,350	
67	LAWNMOWER	07-27-2018	10,200		100.00			10,200	7		0	9,746	454	10,200	
68	GOLF CART	08-14-2018	5,417		100.00			5,417	7		0	5,176	241	5,417	
69	CAMERA	01-19-2020	2,548		100.00			2,548	7	200 DB HY	8.92	1,980	227	2,207	
70	CAMERA	05-20-2020	2,549		100.00			2,549	7	200 DB HY	8.92	1,980	227	2,207	
71	CANOPY	10-21-2021	4,437		100.00			4,437	7	200 DB MQ	10.04	3,353	445	3,798	
72	TRACTOR	04-04-2023	13,000		100.00			13,000	5	200 DB HY	19.2	6,760	2,496	9,256	
73	LAWN MOWER	03-06-2024	13,499		100.00			13,499	7	200 DB HY	24.49	1,929	3,306	5,235	
74	GATOR	03-12-2024	21,800		100.00			21,800	5	200 DB HY	32	4,360	6,976	11,336	
Client Copy															
Totals			678,505					678,505				480,612	30,181	510,793	275

Land Amount
Net Depreciable Cost

678,505

CY 179 and CY Bonus
TOTAL CY Depr including 179/bonus

30,181

ST ADJ:

Next Year's Depreciation Worksheet

(This page is not filed with the return. It is for your records only.)

Item 5.

2025

Name(s) as shown on return

Tax ID Number

NORMAN YOUTH SOCCER ASSOCIATION

73-1054781

Form	Multi-Form	Description	Date	Basis	Method	Life	Deduction
PRG	1	2 GOLF CARTS	09-12-2016	10,211		5	
PRG	1	ADMINISTRATION BUILDING	07-09-2012	35,756	SL MM	39	917
PRG	1	OFFICE CHAIR	07-07-2009	97		7	
PRG	1	OFFICE FURNITURE	04-04-2012	1,290		5	
PRG	1	OFFICE TABLE CHAIRS	05-02-2016	3,936		7	
PRG	1	FIELD EQUIPMENT	01-01-2000	5,153		7	
PRG	1	4 GOALS AND NETS	09-21-2006	6,170		7	
PRG	1	NETS FOR GOALS	12-09-2006	1,000		7	
PRG	1	SOCCER COMPLEX FENCE	05-18-2007	60,293		15	
PRG	1	SPRINKLER SYSTEM	09-19-2007	4,500		15	
PRG	1	SOCCER COMPLEX RENOVATIO	11-06-2008	91,967	SL MM	39	2,358
PRG	1	SOCCER GOALS	04-22-2008	24,495		7	
PRG	1	SIGN	11-12-2008	2,698		7	
PRG	1	SOCCER COMPLEX RENOVATIO	03-25-2008	79,806	SL MM	39	2,046
PRG	1	SOCCER COMPLEX FENCE	07-28-2009	9,061		15	
PRG	1	SOCCER GOALS	09-14-2009	2,815		7	
PRG	1	SOCCER GOALS AND NET	09-02-2010	711		7	
PRG	1	SOCCER COMPLEX FENCE	10-05-2012	3,000	SL HY	15	200
PRG	1	2 SOCCER GOALS 8X24	03-08-2013	7,112		7	
PRG	1	GATOR	06-12-2013	11,698		7	
PRG	1	5 SOCCER GOALS	08-01-2013	15,000		7	
PRG	1	LIGHTING FOR FIELDS	11-24-2013	80,869	SL MQ	15	5,391
PRG	1	NEW GOALS	03-03-2014	7,112		7	
PRG	1	JD LAWMOWER	04-03-2014	9,550		7	
PRG	1	1 SOCCER GOAL 6X18	08-31-2014	3,137		7	
PRG	1	2 SOCCER GOALS 5X9	08-31-2014	1,576		7	
PRG	1	TOPO OF SOCCER COMPLEX	12-12-2014	4,000	SL HY	15	267
PRG	1	1 SOCCER GOAL 7X21	09-04-2015	3,500		7	
PRG	1	3D RENDERING OF COMPLEX	12-15-2015	7,250	SL MQ	15	483
PRG	1	NEW AC UNIT	09-08-2016	2,348	SL MM	39	60
PRG	1	IRRIGATION IMPROVEMENT	06-28-2016	2,700	SL HY	15	180
PRG	1	CONCEPTUAL MASTER PLANNI	06-30-2016	7,250	SL HY	15	483
PRG	1	RETAINING WALL	08-31-2016	6,240	SL HY	15	416
PRG	1	AMAZON SOCCER GOALS	08-04-2016	3,061		7	
PRG	1	3 SETS OF 7X21 GOALS	08-31-2016	11,850		7	
PRG	1	1 SET OF 7X21 GOAL	12-06-2016	3,950		7	
PRG	1	DIGITAL MODEL FIELD	07-14-2016	3,400	150 DBHY	15	201
PRG	1	1 SET SOCCER GOAL21X7	01-31-2017	3,950		7	
PRG	1	7X21 SOCCER GOAL SET	02-28-2018	4,190		7	
PRG	1	COMPUTER	05-31-2000	3,284		5	
PRG	1	LASER PRINTER	11-26-2002	750		5	
PRG	1	SOFTWARE	02-04-2003	113		3	
PRG	1	COMPUTER	02-10-2003	2,193		5	
PRG	1	SOFTWARE LOGICAL SOLUTIO	02-10-2003	568		3	
PRG	1	COMPUTER	03-27-2003	2,762		5	
PRG	1	SOFTWARE	11-16-2003	485		3	
PRG	1	COMPUTER	07-07-2009	595		5	
PRG	1	WEBSITE SOFTWARE	01-05-2010	423		3	
PRG	1	LAPTOP	03-08-2010	583		3	
PRG	1	DESKTOP COMPUTER	04-21-2010	595		3	
PRG	1	COMPUTER SOFTWARE	05-20-2010	150		3	
PRG	1	WINDOW TINT	08-28-2012	919		5	

Next Year's Depreciation Worksheet

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Item 5.

2025

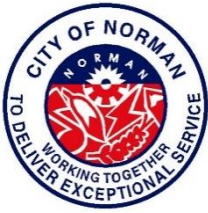
Name(s) as shown on return

Tax ID Number

NORMAN YOUTH SOCCER ASSOCIATION

73-1054781

Form	Multi-Form	Description	Date	Basis	Method	Life	Deduction
PRG	1	ICE MACHINE	08-28-2012	4,140		5	
PRG	1	COMPUTER	12-17-2013	671		3	
PRG	1	COMPUTER	01-16-2015	758		5	
PRG	1	LAPTOP TRUDGIAN	08-03-2015	510		5	
PRG	1	COMPUTER	10-28-2015	552		5	
PRG	1	COPIER	05-23-2016	322		5	
PRG	1	CONFERENCE ROOM TV	09-27-2016	781		5	
PRG	1	CAMERA	08-16-2016	2,499		5	
PRG	1	TC 40D TRACTOR	08-16-2019	8,000	200 DBHY	7	357
PRG	1	CHANDLER SPREADER	08-16-2019	10,500	200 DBHY	7	468
PRG	1	GRADE RITE BOX BLADE	08-16-2019	1,000	200 DBHY	7	45
PRG	1	BUSH HOG AERATOR	08-16-2019	500	200 DBHY	7	22
PRG	1	JD Z950 M 256904	03-14-2018	9,350		7	
PRG	1	JD Z950M 257252	03-14-2018	9,350		7	
PRG	1	LAWNMOWER	07-27-2018	10,200		7	
PRG	1	GOLF CART	08-14-2018	5,417		7	
PRG	1	CAMERA	01-19-2020	2,548	200 DBHY	7	228
PRG	1	CAMERA	05-20-2020	2,549	200 DBHY	7	228
PRG	1	CANOPY	10-21-2021	4,437	200 DBMQ	7	387
PRG	1	TRACTOR	04-04-2023	13,000	200 DBHY	5	1,498
PRG	1	LAWN MOWER	03-06-2024	13,499	200 DBHY	7	2,361
PRG	1	GATOR	03-12-2024	21,800	200 DBHY	5	4,186
		TOTAL					22,782



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/01/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Tiffany Earhart, President, Little Axe Youth Sports

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM LITTLE AXE YOUTH SPORTS

DISCUSSION:

Little Axe Youth Sports (LAYS) has been a part of the Little League organization for many years and offers baseball and softball programs for 6 to 12-year-olds. The Babe Ruth Organization sanctions LAYS and participates with the North Canadian Athletic Association (NCAA). LAYS offers both League and Tournament, and offers teams throughout the region opportunities to grow, learn, and excel on the diamond. The Little Axe Baseball and Softball Complex is located at 1000 168th Avenue NE and is near Lake Thunderbird, which offers summer league and guest participants opportunities to cool off after a long day at the ballfields.

RECOMMENDATION:

Staff recommends submitting the Little Axe Youth Sports annual report to the City Council once the Board of Park Commissioners has accepted it.

LITTLE AXE YOUTH SPORTS

2025 Annual Report

LAYS Board
LAYouthSports@gmail.com

Little Axe Youth Sports

1000 168th Ave NE

Norman, OK 73026-9200

Item 6.

L.A.Y.S. 2025 Board Members

President: Tiffany Earhart

Vice President: Brandon Smith

Treasurer/Secretary: Trisha Rosenfelt

Board Members

Concession Staff

Concession Manager: Trisha Rosenfelt

Little Axe Youth Sports

1000 168th Ave NE

Norman, OK 73026-9200

Item 6.

2025 Little Axe Youth Sports Board

Position	Name	Phone Number	Alternate Contact
President	Tiffany Earhart	928-257-5868	SnowBunny1978@gmail.com
Vice President	Brandon Smith	405-606-1780	Bksmith135@gmail.com
Treasurer/Secretary	Trisha Rosenfelt	405-432-0841	Trisha.Rosenfelt@gmail.com
Board Member			
Board Member			
Board Member			
Board Member			
Board Meetings are held on an Adhoc basis			
Concession Manager	Trisha Rosenfelt		
Community Center Contact	Gabby	292-9771	

1. Narrative of all League and Tournament Activity

Community and coaches' meetings were held several times throughout the year to recruit new board members; at which time, any unoccupied offices were open for election and new members seated. Unfortunately, in 2025, no new board members were found, therefore LAYS has several open board vacancies to be filled. We will continue to host community open meetings to try to gain more participation from adults in the community.

Before the CY25 season began, State, City and County permits were renewed. The Cleveland County Health Department performed an in-person inspection and the concession stand passed without violations.

For the 2025 Season, LAYS sanctioned again with the Babe Ruth Organization and participated with the North Canadian Athletic Association (NCAA) for league play and were able to hold online registrations. The online registration period ran from January through March. Coaches also participated by obtaining their background checks and registration through the Babe Ruth Portal and SportsEngine. Teams were organized, and parents were notified by coaches. Coaches attended the Coaches meeting where LAYS passed out 2025 OK Kids/NCAA Rules and answered questions for the upcoming season. For 2025, LAYS participated in the North Canadian Athletic Association which consisted of several towns.

LAYS also partnered this summer with Little Axe High School Softball program to assist the High School program with various school sanctioned tournaments by lending the High School certain LAYS equipment to use during the tournament. LAYS received no compensation for this.

Field improvements and maintenance are continually ongoing by LAYS. Many of the base plugs, pitching rubbers and some bases were replaced again for the 2025 season. Field 2 had to be completely scraped again to remove grass and level the playing surface as much as LAYS can with limited resources. We purchased over 20 tons of topsoil for the infields as it washes out each rain event due to the drainage issues. Thus far, LAYS has not received any quotes that are within the financial capabilities of LAYS to afford the drainage repairs needed for the fields. Subsequently, LAYS will need the City of Norman to ensure they are spraying the outfielders for weed and sticker control in 2025, as in 2025 we were constantly faced with trying to control the weeds.

As of Fall 2025, it is LAYS understanding there are still open projects to correct the erosion problems, drainage, and other areas of improvement to be completed at the facility. LAYS continues to communicate with Parks to request status updates as several areas of erosion are growing, including separation of drainage covers and retaining walls.

2. Organizational Mission Statement and Goals

These are included in the organization's By-Laws. A copy is attached to this report.

3. All League and Tournament Fee Structure

The organization charges a league fee of \$40 per child.

The gate fees for league were set by NCAA League. SCGCL gate admission is: Ages 16 & under are Free; Ages 17-59 is \$5.00, and those that are over the age of 65 are free.

4. Number of games, teams, players, tournaments, and scholarships

GAMES – Average of 16 per team (double headers) for Spring League

TEAMS – For Spring 2025, we had 4 League Teams from Little Axe participate.

PLAYERS – Baseball had 48 participants. Softball had 12 participants and 10 adult volunteers.

TOURNAMENTS – LAYS hosted 1 tournaments in 2025.

5. Age of Participants

USSSA guidelines regulate the age of participants. Players at Little Axe range in age from four to twelve years.

Little Axe Youth Sports
1000 168th Ave NE
Norman, OK 73026-9200

6. Breakdown of Revenue

SEE ATTACHED REPORT

7. Disclosure of all Commissions, Refunds, and Rebates to the Organization

The league received reimbursement for:

☐ N/A

8. Revenue Beginning and Ending Fund Balance

SEE ATTACHED REPORT

9. Annual Budget

SEE ATTACHED REPORT

10. Current Record of Officers

All expenditures are approved by a quorum of officers' present at any duly called meeting.

Certain expenses were given an annual blanket approval, such as regular field maintenance allowance, and the purchase of weekly supplies for the concession stand.

SEE ATTACHED LIST OF OFFICERS

11. Names of Those Responsible for Maintaining Books and Records

The By-Laws dictate that the secretary, Tiffany Earhart, will be responsible for all records.

Each team has a roster containing a roster, contracts, and birth certificates. These records maintained electronically via SI Play. For 2025, they will be maintained in SportsEngineHQ.

☐ Meeting Minutes are on file.

☐ Insurance coverage is on file.

☐ A copy of all correspondence sent or received is on file.

The By-Laws dictate that the Treasurer, Tiffany, will be responsible for all records pertaining to the finances. The organization has a bank account with MidFirst Bank. All revenues are deposited into this bank account. All expenditures are processed through

Little Axe Youth Sports
1000 168th Ave NE
Norman, OK 73026-9200

this bank account. The organization maintains a business checkbook. A monthly financial report is provided to the board and available to the community upon request. All receipts and invoices are maintained and placed in a binder. All bank statements and any other financial documents are organized in this binder.

12. Affirmation That Organization is Filing Yearly State Tax Returns

SEE ATTACHED



Confirmation

Confirmation

[Click here](#) to print this confirmation page for your records.

Your payment has been submitted and should appear shortly in the Requests tab.

Confirmation Number: 0-820-119-776

Payment Amount: \$74.87

The payment will be posted to your account within 2-3 business days following the payment initiation date. If your account does not reflect the payment after this date, please send us a message.

For additional contact information [Contact Us](#)

OK



OKLAHOMA
Tax Commission

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Little Axe Youth Sports INC

Profit and Loss
January-December, 2025

Item 6.

	Total
Income	
Gross Receipts	440.65
Non Profit Income	\$850.00
Concessions	1,596.37
League	2,402.49
Total for Non Profit Income	\$4,848.86
Unapplied Cash Payment Revenue	0.00
Total for Income	\$5,289.51
Gross Profit	\$5,289.51
Expenses	
Bank Charges	-691.92
Commissions & fees	13.08
Dues & Subscriptions	309.68
Insurance - Liability	986.00
League Fees	110.50
QuickBooks Payments Fees	426.40
Repair & Maintenance	
Field Maintenance	100.00
Total for Repair & Maintenance	\$100.00
Supplies	
Concession Supplies	2,342.78
Total for Supplies	\$2,342.78
Taxes & Licenses	788.62
Total for Expenses	\$4,385.14
Net Operating Income	\$904.37
Other Income	
Other Ordinary Income	415.02
Total for Other Income	\$415.02
Net Other Income	\$415.02
Net Income	\$1,319.39

Little Axe Youth Sports INC

Profit and Loss
January 1-August 29, 2026

Item 6.

	Total
Income	
Non Profit Income	\$2,848.70
League	1,450.00
Total for Non Profit Income	\$4,298.70
Total for Income	\$4,298.70
Gross Profit	\$4,298.70
Expenses	
Bank Charges	188.53
Dues & Subscriptions	662.19
League Fees	880.65
Office Expenses	169.99
QuickBooks Payments Fees	108.40
Repair & Maintenance	
Field Maintenance	656.44
Total for Repair & Maintenance	\$656.44
Supplies	
Concession Supplies	308.72
Total for Supplies	\$308.72
Total for Expenses	\$2,974.92
Net Operating Income	\$1,323.78
Net Income	\$1,323.78

Little Axe Youth Sports
1000 168th Ave NE
Norman, OK 73026-9200

LITTLE AXE YOUTH SPORTS INC.

BY-LAWS

The organization shall be known as the Little Axe Youth Sports, Inc., herein referred to as L.A.Y.S. It shall be operated under the direction of the Little Axe Youth Sports Committee herein referred to as the L.A.Y.S. Committee. L.A.Y.S shall be compliant with the City of Norman contract. Abide by the Rules and Regulations of the N.C.A.A. and OK Kids Association.

PURPOSE

The purpose of L.A.Y.S. is to implant firmly in the children of the community the ideas of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier boys and girls and will grow to be decent, healthy and trustworthy men and women.

To achieve this objective, the L.A.Y.S. will provide a supervised program of baseball and softball games regulated by the rule and policies of the N.C.A.A. Directors, officers and members shall bear in mind that stressing exceptional athletic skills or the winning of games is secondary and that the type and quality of leadership extended to the boys and girls is of prime importance.

FISCAL YEAR

The fiscal year of the corporation shall run from January 1 until December 31. These stated by-laws will be in effect until the establishment of another revision of these by-laws, but must be reestablished and voted upon the following year by the L.A.Y.S. Committee.

L.A.Y.S. COMMITTEE

ARTICLE 1

The L.A.Y.S. Committee shall consist of the following listed in hierarchy:

- President – 4 year position
- Vice President – 3 year position
- Treasurer – 2 year position
- Secretary – 2 year position
- Concession Stand Manager – 3 year position
- Up to seven (7) Board Members – 3 year position

Any L.A.Y.S. Committee position that is available will be open for nominations during the first January meeting. The L.A.Y.S. Committee in private will vote on the nominations. All nominations voted into office will be called by the President and informed of the decision. All offices shall be elected with a majority vote by the L.A.Y.S. Committee present.

Any vacancy in office due to death, resignation, and removal or otherwise shall be filled by a person chosen and voted on by the L.A.Y.S Committee. In the event the office of President becomes vacant the Vice President may take the office of President for the remainder of the term. The vacant office shall be filled by a person chosen and voted on by the L.A.Y.S. Committee for the remainder of the term. Any member may be carried over past written time limit if no applicants apply for open positions. Any member may reapply for position but will not be allowed to vote or be present during voting of that position.

All resignations must be hand written and accepted by the board. A verbal resignation shall only be accepted if the member fails to perform duties thereafter. If a member officially resigns and chooses to return to the board, a vote must be conducted in a non-emergency, regularly scheduled meeting to bring them back into the board.

The L.A.Y.S. Committee shall meet annually in the month of January as votes are tied, to obtain a majority rule.

Seven (7) of the Seventeen (17) officers of the L.A.Y.S. Committee will constitute a quorum for the conduct of business. A majority vote by an established quorum of officers present will be sufficient to approve or reject a motion. In the absence of a called meeting, or between meetings, the President may circulate a motion by any method to include phone calls, text, or e-mail for the resolution of any question he/she deems of sufficient importance. In this instance a majority vote of the entire board will be required for approval. An attempt must be made to contact all board members. In the event of an urgent action, an emergency meeting can be called. During this meeting the minimal number of board members constituting a quorum shall be three. Attempts shall be made to contact all Board Members. Ample time shall be given to Board

Little Axe Youth Sports
1000 168th Ave NE
Norman, OK 73026-9200

members to respond depending on the severity of the situation before a meeting is called into motion and a decision made.

The officers of the corporation shall not be personally liable for any debt, liability, or obligation of Little Axe Youth Sports, Inc. All persons, corporations, or other entities extending credit to, contracting with, or having any claim against, the corporation, may look only to the funds and property of the corporation for the payment of any such contract or claim or for the payment of an debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from the corporation.

The LAYS does not recommend voting in any board members that are married. In the event that this does happen, the married couples vote shall constitute one vote between the two.

L.A.Y.S. Committee officers shall not receive compensation for any services performed on behalf of the L.A.Y.S. Committee or the maintenance/repairs of the fields. Items of reimbursable expense must be voted on by the L.A.Y.S. Committee and approved. All expenses will be briefed during meetings and made available in the meeting minutes.

All items identified as requiring purchase must be preapproved during a duly called meeting and identified in the meeting minutes. The board may elect to approve annual spending for regular or reoccurring items such as monthly electric bill or concession purchases. Payment or purchase receipts must be kept for records by the treasurer. Any emergency purchases may be made by phone contact to board members with verbal authorization. This authorization shall be documented in the next meeting minutes.

ARTICLE II

OFFICES

President - The President shall be the chief operations officer and shall have the authority and responsibility for the general and “everyday” management of the L.A.Y.S. business of the organization as prescribed and take full responsibility for the L.A.Y.S. Complex.

The President may delegate to other officers of the L.A.Y.S. Committee such portions of his/her responsibilities as he/she deems appropriate but shall be held accountable for their actions and the result thereof.

The President shall oversee the scheduling of practice, games, umpires and concession.

The President shall assist the Umpire Commissioner with paying the umpires.

The President shall receive and follow-up on all protests.

The President shall be responsible for compliance and maintenance of any contracts with the City of Norman that might be in effect, as well as maintaining working relations with the City of Normans Community Center.

Little Axe Youth Sports
1000 168th Ave NE
Norman, OK 73026-9200

The President shall be present at all city and league meetings, and must keep the L.A.Y.S. Committee updated of any and all business transaction at such meetings.

Any action required of, or responsibility placed upon the President shall pass to the next member in seniority if the President should be incapacitated, or for any reason should be unable, or simply fail, to take action or fulfill such responsibility.

At the end of the current season the President shall call a meeting of the L.A.Y.S. Committee to discuss any changes required to the by-laws or items of interest. This includes maintenance of the facilities, equipment and or items needed for the following season.

The President shall call an L.A.Y.S. Committee meeting in the month of January prior to the community meeting in January to establish what positions needing filled and any pertinent information that needs discussed during the community meeting.

The President shall be removed if failure to operate in the best interest of the L.A.Y.S. or fails to accomplish stated responsibilities by a vote of the L.A.Y.S. Committee.

Vice President – The Vice President functions as an assistant to the President.

In the absence of or disability of the President he/she shall assume and perform the duties of the President.

The Vice President shall in the absence of the President be present at all city and league meetings, and must keep the L.A.Y.S. Committee updated of any and all business transacted at such meetings.

The Vice President shall relay problems/suggestions to the President as they occur.

The Vice President shall assist the Umpire Commissioner with paying the umpires.

Vice President the Vice President is responsible for the sign out and tracking of all keys within the facility. All members receiving a facility key will sign for the key. All keys received by other than L.A.Y.S. Committee members shall be returned at the end of the season.

The Vice President shall be listed on the checking account but will only act during the absence of the Treasurer.

The Vice President shall control or assist in the practice/game schedule.

The Vice President shall be removed if failure to operate in the best interest of the L.A.Y.S. or fails to accomplish stated responsibilities by a vote of the L.A.Y.S. Committee.

Secretary –The Secretary shall maintain all of the records of L.A.Y.S. including but not limited to meeting minutes, agendas, contracts, N.C.A.A, OK Kids, and USSSA rules and regulations. He/she is responsible for the filing of all records and ensuring proper forms are available at all

Little Axe Youth Sports
1000 168th Ave NE
Norman, OK 73026-9200

times. He/she shall ensure all paperwork at the end of the season deemed critical (birth certificates, social security numbers, etc) is destroyed by shredding or burning. He/she will have at the minimum one board member present during this process. Electronic documents may be sustained for possible future use, but these documents may not be shared for any purpose other than official L.A.Y.S business.

The Secretary shall keep all L.A.Y.S. Committee, N.C.A.A., City of Norman, and USSSA contact information current and on file.

The Secretary shall ensure a current copy of the meeting minutes are available at the concession stand or designated area deemed appropriate by the L.A.Y.S. Committee at all times during the season.

Treasurer - The Treasurer shall manage the checking account and all funds transactions including but not limited to paying Association's bills, maintaining league funds records, and the submission of progress reports. He/she shall prepare a Financial Statement for presentation at the annual Norman Parks and Receptions meeting in the month of July. Such statement shall reflect, in reasonable detail, the income and expenses of the past year and the amount of assets and liabilities of the Association as of the moment said report is being made. This information will be updated in the last week of December for the annual Board meeting in January.

The Treasurer is responsible for filing all L.A.Y.S. taxes at the end of the year or when due and briefing the current status to include the starting check number, ending check number and current fund total during the L.A.Y.S. Committee meetings. He/she shall ensure \$1500.00 is allocated for after season expenses.

The Treasurer shall file all non-profit paperwork on behalf of the L.A.Y.S. Committee.

The Treasurer shall write all receipts and assists the Baseball and Softball Commissioners during sign ups.

All proceeds received from the sponsorship program shall be tracked. This money shall be maintained in the L.A.Y.S. checking account but shall have a separate total from other income due to field use only. This money may be used towards \$1500.00 allocated during the season for any additional expenses.

The Treasurer shall design an Accounts form for the tracking of funds made by the concession stand, and shall provide copies to the Concession Stand manager for completion.

Concession Stand Manager – The Concession Stand Manager is responsible for stocking the concession stand and ensuring the concession stays stocked. He/she shall be responsible for the restrooms and any maintenance and or repairs needed on the concession stand. He/she shall maintain all concession stand equipment. Any repairs and or replacement of items will be briefed to the L.A.Y.S. Committee.

Little Axe Youth Sports

1000 168th Ave NE

Norman, OK 73026-9200

Item 6.

The Concession Stand Manager shall present to the L.A.Y.S. Committee at the beginning of the season an established list of consumable items and prices to be voted on by the committee.

He/she shall establish a sign in/out log for tracking all volunteers and team participation.

He/she shall be responsible for establishing a list of scheduled volunteers for the concession stand and gate admissions and ensuring appropriate money is available during tournaments, this includes a hand stamp for the gates.

He/she shall schedule a food handler's class through the Community Center. He/she shall keep track of volunteer's names from each team for scheduling purposes.

Current copies of the N.C.A.A. by-laws, L.A.Y.S. by-laws, rule books, team schedules, practice time schedule, and meeting minutes shall be kept in the concession stand at all times.

The Sonic Corporation may supply cups but must be given advance notice. All toiletries may be supplied by the community center but must be given advance notice.

The Concession Stand Manager is responsible for scheduling the Health Department from the City of Norman and ensuring all Health Department requirements are met.

No individual under 16 years of age shall be allowed to enter the concession stand during hours of operation. In the event of an emergency, the concession stand must be closed and locked.

An Accounts form designed by the Treasurer shall be filled at the end of any day the concession stand was opened.

Advertisement Manager – Advertisement Manager is responsible for ensuring all sponsorship letters/information is distributed and collected from businesses in the local community and abroad. He/she shall keep a record of all businesses donating and the amount donated for future reference. A copy of these records shall be given to the Treasurer for tax purposes.

He/she shall ensure all sponsors receive a personal letter of appreciation from L.A.Y.S.

Field Manager – The Field Manager is responsible for ensuring all fields, equipment, and structures are properly maintained. This includes mowing, dragging and preparation of the fields. He/she shall be responsible for the procurement of bases and any maintenance the fields may require. He/she shall make all calls for rain delays and shall inform the Baseball and Softball Commissioners.

Baseball Commissioner - The Baseball Commissioner shall be responsible for L.A.Y.S. baseball compliance with N.C.A.A. and /or OK Kids Association, and USSSA Rules and Regulations, and must maintain a current copy of the rules and regulations to help with any conflicts that may occur.

Little Axe Youth Sports
1000 168th Ave NE
Norman, OK 73026-9200

He/she shall coordinate with the Vice President, Softball/T-ball Commissioner and Field Manager on the practice/game schedule. The schedule shall be posted at all times at the concession board or window and L.A.Y.S. office.

The Baseball Commissioner shall correspond with the baseball coaches regarding any questions and/or problems. He/she shall relay problems/suggestions to the President as they occur.

The Baseball Commissioner shall make and receive calls such as, but not limited to, contacting the coaches when practice or games are canceled or changed.

The Baseball Commissioner shall be responsible for all sign up paperwork/packages, collecting all applicable money and the completion of all preseason and post season tournaments along with the distribution of all baseball trophies.

Softball/T-ball Commissioner – The Softball/T-ball Commissioner shall be responsible for L.A.Y.S softball/T-ball compliance with N.C.A.A , OK Kids Association, and USSSA Rules and regulations, and must maintain a current copy of the rules and regulations to help with any conflicts that may occur.

The Softball/T-ball Commissioner shall coordinate with the President, Baseball Commissioner and Field Manager on the practice/game schedule. The schedule shall be posted at all times at the concession stand board or window and L.A.Y.S. office.

The Softball/T-ball Commissioner shall correspond with softball and T-ball coaches regarding any questions and /or problems. He/she shall relay problems/suggestions to the President as they occur.

The Softball/T-ball Commissioner shall make and receive calls such as, but not limited to, contacting the coaches when practice or games are canceled or changed.

The Softball/T-ball Commissioner shall be responsible for all sign up paperwork/packages, collecting all applicable money and the completion of all preseason and post season tournaments along with the distribution of all softball/T-ball trophies.

Umpire Commissioner- Shall be responsible for all umpires, assuring that they are properly certified and aware of the league rules.

The Umpire Commissioner shall ensure that the umpires have the correct uniforms.

The Umpire Commissioner shall be responsible for scheduling of umpires and notifying the umpires when games are canceled.

The Umpire Commissioner shall sign all umpire payment slips with the President, Vice President or appointed representative.

Little Axe Youth Sports

1000 168th Ave NE

Norman, OK 73026-9200

Board Members – Up to seven (7) board members can be elected to sit on the committee.

Board Members shall attend all L.A.Y.S. Committee meetings to vote when necessary on issues with the L.A.Y.S. Committee as well as advise the L.A.Y.S. Committee as to public concerns or comments.

Board Members may be required to assist different duties that are appointed to them by the L.A.Y.S. Committee, such as but not limited to, working concession and collecting gate fees.

Board Members are required to attend at least two (2) home games a week and all home tournaments. Exceptions may be made with President approval. If a board member misses more than two scheduled board meetings in a row without President approval, he or she will be removed from the board.

L.A.Y.S. Committee or board members that have custody or legal guardianship of children playing baseball/softball shall have the child's start up fee paid for by the L.A.Y.S committee. No L.A.Y.S. Committee or board member shall have more than 3 children sponsored at a time.

Coaches – Coaches shall be required to sign a Coaches Agreement with the Little Axe Youth Sports, Inc.

Coaches shall coordinate with the commissioner(s) on all matters pertaining to the team or league.

Coaches shall operate the team within the rules and regulations of the N.C.A.A., OK Kids Association, and USSSA.

The last coach to practice on a field must ensure the bases are stored in the L.A.Y.S. barn.

The home team is responsible for cleaning both the home and away teams dug outs after each game or practice.

Coaches are required to attend all coaches meetings throughout the season and are highly encouraged to attend board meetings. During these meeting Coaches may suggest changes to bylaws or park improvements.

Coach's at the end of the season shall turn in all coach's packages to the L.A.Y.S. to be destroyed. This ensures that no pertinent information falls into the wrong hands. This step is to ensure the welfare of the child stays intact.

Coach's/parents, if birth certificates are requested by the parents at the end of the season to use towards another sport the L.A.Y.S. must be notified in advance before they are shredded. A photo Identification is required before any birth certificates will be given to the requester.

Little Axe Youth Sports

1000 168th Ave NE

Norman, OK 73026-9200

Item 6.

Coaches should:

- Allow players to have fun
- Teach players fundamentals
- Teach players sportsmanship
- Ensure that all players play at least 2 innings
- Be considerate of player's feelings and exhibit self-control at all times.
- Show respect for opposition and fans
- Cooperate with officials and fans
- Keep winning and losing in their proper perspective. Stress effort rather than scores.

Coaches shall refrain from:

- Baiting officials or disputing their decisions on the field
- Angering the opposition or fans by word or gesture
- Yell at, insult, or belittle the players on the field
- Attend practices or games with beer or alcohol on his/her breath

Coaches will be selected in the following order:

- Head coach of team from previous year
- Head coach moving up a league
- Assistant coaches from previous year moving up to head coach
- Coaches that have previously coached in our program
- New coaches on a first come, first served basis

A coach's position is not a guaranteed position. The L.A.Y.S. board may elect to replace a coach at any time if they deem it appropriate for the best interest of the league or players. In the event that the Coach is being removed during the season, the Coach shall have an opportunity to speak at the L.A.Y.S. Committee meeting where on behalf of his removal/discharge is being considered. Any removal/discharge shall require a majority vote of an established quorum. In the event a Coach is being considered for removal/discharge, he/she will not be eligible to constitute a quorum or vote. If a Coach is considered for removal outside of the season, the Coach is not guaranteed a right to speak on his/her behalf for the vote.

Any Coach shall be required to submit to a background investigation, if such investigation is warranted and requested by a majority vote of an established quorum of the L.A.Y.S. Committee. Should a background investigation be performed the cost of such investigation shall be paid for by the Coach of with the investigation is performed on, not to exceed \$25.00. In the event the background investigation exceeds said amount the remainder of the balance shall be paid by L.A.Y.S.

Little Axe Youth Sports
1000 168th Ave NE
Norman, OK 73026-9200

Parents/fans – All parents, legal guardians/custodians/fans shall support all children; not only the children in which they are legally responsible for. They shall display sportsmanship and support all coaches and represent themselves accordingly.

Any parent having difficulty or can't pay in full any of the fees required shall contact any of the L.A.Y.S. board members to set up a payment plan. If a payment plan can't be established the board shall set up a work plan for the parent, this may include working in the concession, field clean up or other jobs in need of completion.

We wish parents to understand that the purpose of the program is to teach their children fundamentals and sportsmanship, but most of all, to have fun. It is our hope that the parents understand the overall program and goals and will assist in carrying them out.

The L.A.Y.S. board appreciates responsible reporting of infractions that are not in the best interest of the program. However, parents should refrain from complaining about close calls, judgment calls, or other questionable arguments. Parents, fans, or coaches, who under the opinion of the ranking L.A.Y.S. board member are disrupting the game will be asked to leave the park. Failure to comply may result in the calling of authorities.

ARTICLE III

GENERAL

The by-laws may be amended, repealed or altered in whole or in part at any duly organized meeting of the L.A.Y.S. Committee by a majority vote of an established quorum of the L.A.Y.S. Committee present, provided notice of the proposed change is included in the notice of such meeting.

All rules and by-laws shall be followed in the following hierarchy

- All Federal, State, and Local laws in which the Little Axe Community falls into jurisdiction
- The LAYS contract with the City of Norman
- OK Kids Association rules and by-laws for baseball
- USSSA rules and by-laws for softball
- NCAA rules and by-laws
- LAYS by-laws herein

Rules of the Fields

The following rules shall apply to the entire baseball/softball field area to include the barn, fields, concession stand, or any area where a child might be present for the purpose of participating in a L.A.Y.S. event.

- All local, state, and federal laws pertaining to public parks shall be followed.
- Smoking shall only take place in the parking lot according to local law (Sec 10-503).

Little Axe Youth Sports
1000 168th Ave NE
Norman, OK 73026-9200

- There shall be no use of profane or offensive language in the park, fields, or around children.
- Parents/fans shall not be permitted on the baseball/softball fields without the explicit consent of the coach during practice. Parents/fans shall not be on the baseball/softball fields during games.
- Parking in the North parking lot may only be utilized by those with a handicap sign on their vehicle. Parking in front of the barn shall be used by L.A.Y.S. board members only, and will only be used when picking up or dropping off equipment or supplies.
- The two western most aisles of the South parking lot shall be reserved for Frisbee-Golf participants if a Frisbee-Golf game or tournament is scheduled at the same time as any L.A.Y.S. event.
- Any assault or battery happening in or on L.A.Y.S. Complex premises to include parking lots shall be handled by the L.A.Y.S. or individual(s) assaulted. The L.A.Y.S. or individual(s) reserve the right to prosecute according to Oklahoma law OSA 21-650.1 under assault and battery of a sports official. This includes Umpires, Time keepers, Coach, Official or other person having authority in connection with an athletic contest. Assault and Battery includes:
 - a. Assault-An unlawful attempt, coupled with apparent ability, to commit a violent injury on the person of another; or an intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such violence is imminent.
 - b. Battery-Willful and unlawful use of force or violence upon the person of another; or actual, intentional and unlawful touching or striking of another person against the will of the other; or unlawfully and intentionally causing bodily harm to an individual.
- L.A.Y.S. reserves the right to make any decisions, policy or reinforce any punishment deemed appropriate by the L.A.Y.S.
- Any Coach, Commissioner or league member being reported must be reported in the following sequence:
 - a. Coach
 - b. Commissioner
 - c. Vice President
 - d. President
 - e. L.A.Y.S Committee

If the complaint starts with the coach, the coach shall be addressed, if a solution cannot be agreed upon, the complaint shall be taken to the commissioner and so on until satisfactory results are achieved.

- All lost and found items left in the care of any board member shall be returned to the rightful owner or held by the board for one year at which time the item becomes

property of the LAYS. The LAYS board shall at that time determine what to do with the item. All items shall be kept in the LAYS facilities.

- During the playing season, the home team is responsible for removing debris or trash from the field said team played on at the conclusion of each game. This is to include the visitor's dug-out and play area. Failure to clean the fields will result in a fine of \$50 for each infraction. Coaches are encouraged to notify a board member if they are inheriting a field with trash before they take control of the field to prevent catching blame for the mess.
- During the practice season, each team is responsible for cleaning the field in which they practice on at the conclusion of each practice. This shall include both dug-out areas. The team practicing on Field 3 is also responsible for the batting cage, whether said team used the batting cage or not. Failure to clean the fields after each practice will result in a fine of \$50 for each infraction. Coaches are encouraged to notify a board member if they are inheriting a field with trash before they take control of the field to prevent catching blame for the mess.

Financial Regulations

All purchases on behalf of L.A.Y.S. that are not covered by this set of by-laws must be approved by a majority vote of an established quorum. Receipts shall be signed by the President, Vice president and or Secretary/Treasurer.

The Field Commissioner shall be permitted to make routine purchases for the maintenance of fields and/or equipment with solely the consent of the Treasurer if the cost of said purchase is not more than \$200.00. If the Treasurer does not approve of the purchase of a requested item, the question of purchasing that item must be approved by a majority vote of an established quorum.

The Concessions Manager shall be permitted to make routine purchases for the concession stand with solely the consent of the Treasurer for the purpose of restocking approved menu items or cleaning items. In this case, a list of items being purchased must be made for the Treasurer's approval, and nothing may be purchased that is not on the approved list. If the Treasurer does not approve an item on the list, that item must be marked out from the list and may not be purchased. If the Concession Manager continues to wish to purchase a disapproved item, that item must be approved by a majority vote of an established quorum.

Sponsorship of the L.A.Y.S. fields shall cost \$125.00 per field sponsorship with an unlimited number of sponsors per field. Sponsors are encouraged to provide a 5' X 8' vinyl banner at their expense to be displayed during the current season and any off season tournaments. No banners shall be displayed having derogatory, racial, profanity, or pictures determined inappropriate for the L.A.Y.S. Complex.

All players fees shall be collected before the start of the preseason tournament or the player/s will not be permitted to participate during the preseason tournament or any practices/games there after until fees are paid due to insurance purposes.

Little Axe Youth Sports

1000 168th Ave NE

Norman, OK 73026-9200

Item 6.

All pre and post season fees shall be collected two weeks prior to the start of the preseason tournament. Once pre and post season fees have been collected by the board and payment made to the NCAA league no refunds shall be given. If a team has not paid or refuses to pay they shall not be allowed to practice or play any games on the LAYS fields until the fees have been collected. Any game on the LAYS fields shall be considered as a forfeit and reported as such to the league. Any difficulties making this deadline shall be presented to the L.A.Y.S. Committee.

The league shall not be responsible for any items sold by a coach, team or any member not associated with the L.A.Y.S. Committee.

Coach's/parents receiving money for merchandise and failure to deliver said merchandise or reimbursement of payment will not be allowed to coach until commitments have been honored. Once all commitments have been met, the L.A.Y.S. Committee shall decide upon reinstatement of the coach/parent.

Little League teams not associated with the L.A.Y.S. wanting to practice during the N.C.A.A. season shall pay the L.A.Y.S. Committee \$100.00 dollars (without light and amount agreed upon by board with lights) and shall be scheduled during open practice times. L.A.Y.S. teams have priority over the fields when scheduling considerations are being made. This rule may be waived by a majority vote in an established quorum.

Record Keeping

All records containing personal information for any L.A.Y.S. Committee member, coach, or player shall be reviewed at the end of the year. Any records determined to be no longer required shall be destroyed in such a manner that any personal information on such records is illegible and/or cannot be used to obtain identity information by the public. Any records determined to be required shall be maintained in the office with restricted access to prevent such record to be used to obtain identity information by the public. All records perceived as confidential and no longer required shall be shredded by the Secretary and one board member.

Umpires

Umpires shall only be paid for the games they umpire. If two umpires are required and it is decided by both teams that one shall call the game, that umpire shall only receive the normal amount of pay.

Umpires shall receive a food card for every two games they umpire. If during the day three games are called only one food card will be given. Any additional items shall be purchased at the umpire's expense.

Volunteers

Little Axe Youth Sports

1000 168th Ave NE

Norman, OK 73026-9200

Item 6.

Volunteers working the concession stand shall have a food handler's license as required by the State of Oklahoma. Food handler's license will be paid by the volunteer. Upon completing required scheduled concession stand time the food handler's license cost shall be reimbursed to the volunteer.

Volunteers working at least (4) four hours during game and or tournaments will be given a free meal. These meals shall be tracked by the Concession Stand Manager and totaled at the end of the day for record keeping.

All teams shall have a minimum of (5) five volunteer positions to work the concession stand or gate during games and or tournaments. These volunteer positions shall be scheduled through the Concession Stand Manager. Any team not submitting the minimum (5) five volunteer positions shall be charged \$100.00 per volunteer position not supplied.

Renting out the Fields

A review of the contract with the City of Norman shall be made before a contract is made with an entity wishing to rent the baseball fields. This is to assist in setting the prices.

No L.A.Y.S. Complex equipment (tractor, field drags, etc.) shall be used during games or tournaments by the team, business or renter renting the L.A.Y.S. Complex. Only L.A.Y.S. Committee members are authorized to use said equipment.

Any team wanting to lease the L.A.Y.S. Complex for games or tournaments during the N.C.A.A. season shall have a contract set by the L.A.Y.S. Committee for a fee agreed upon by the committee. The L.A.Y.S. reserves the right to open and keep any proceeds from the concession or gate.

Any team, business or leaser renting the L.A.Y.S. Complex fields for games, practice or tournaments shall be responsible for any broken/damage to complex equipment/items during the lease agreement. Broken/damaged equipment/items shall be replaced at teams, businesses or leaser's expense.

Any team holding games or tournaments not associated with the L.A.Y.S. shall pay all umpires fees

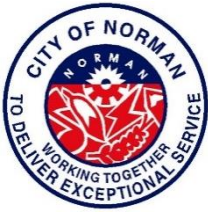
Liquidating Assets

Any Item deemed surplus or disposable with a cost value shall be voted upon by the board. If deemed disposable items shall be thrown in the trash or donated to whoever wants the item. If deemed surplus a price shall be agreed upon and or a method of liquidating. The items shall be liquidated in one of three ways.

- First – The item may be traded for another item or work to be completed.
- Second – The item may be sold by a set price.

- Third – The item may be sold by silent auction. The auction shall have a designated close out date. Bids shall be submitted in a sealed envelope and given to the treasurer. On the close out date the board shall determine a winner. In the event of a tie, both names will be placed in a hat with the winning bidder's name being drawn. All notices of sale or silent auction shall be posted on the concession display board.

In the event that the LAYS should ever shut down or dissolve all items being rented and or leased shall be returned to their rightful owner as soon as possible. All remaining items shall be voted upon for possible disposal, liquidating or allocating to a local Little Axe Little League sport or the Little Axe School for further advancement of the community. No board member shall keep for personal gain any item belonging to the LAYS during a shut down or dissolve. All items may be sold and all debts paid at which point the remaining monies shall be distributed to whom the board votes.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/01/2026

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 HEALTHY LIVING NORMAN

DISCUSSION:

Healthy Living Norman operates the Adult Wellness and Education (AWE) Center, a 32,000-square-foot facility that serves as a hub for wellness activities.

The AWE furthers the citizen-initiated Norman Forward mission to fund and create quality-of-life projects for the Community. The goal of the wellness center is to provide programs under one roof to improve the quality of life for adults 50 and older in the Norman Community. The AWE has a natatorium, arts and crafts rooms, a demonstration kitchen, a fitness center, and outdoor pickleball, and offers health screenings, seminars, and events.

Healthy Living Norman presented their annual report at the September 3, 2026, Park Board meeting, and at that time, the Board requested additional financial information to include:

- Reconciliation of Net Revenue as reported in the Balance Sheet of June 30, 2026 (\$71,915) to Net Revenue as reported in the Statement of Activity (\$180,521 for the year ended June 30, 2026, or \$8,632 for the month ended June 30, 2026).
- Corrected financial statements that reflect the same amount reported as Net Revenue in the two financial statements

Healthy Living has submitted the additional financial documents, and staff have included them in this agenda item for review.

RECOMMENDATION:

Staff recommends submitting the Healthy Living Norman annual report to the City Council once the Board of Park Commissioners has accepted it.

Healthy Living Center Norman, Inc.

Balance Statement
As of Aug 31, 2026

Item 7.

	Total
Assets	
Current Assets	
Bank Accounts	
1000 United Business Free (8570) - 1	123.94
United Business Free (7600) - 2	126,347.73
Total for Bank Accounts	\$126,471.67
Accounts Receivable	
1100 OKC Salary Reimbursement Receivable	0.00
Total for Accounts Receivable	\$0.00
Total for Current Assets	\$126,471.67
Fixed Assets	
1200 Furniture and Equipment	19,560.26
Total for Fixed Assets	\$19,560.26
Total for Assets	\$146,031.93
Liabilities and Equity	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2000 Payroll Liabilities	-123,204.22
2200 Deferred Revenue - Grants	0.00
2210 Deferred Revenue - Corporate Sponsorships	0.00
2220 Deferred Revenue - Chickasaw	94,260.00
Total for Other Current Liabilities	-\$28,944.22
Total for Current Liabilities	-\$28,944.22
Total for Liabilities	-\$28,944.22
Equity	
3200 Retained Earnings	54,023.95
Net Revenue	120,952.20
Total for Equity	\$174,976.15
Total for Liabilities and Equity	\$146,031.93

Healthy Living Center Norman, Inc.

Statement of Activity by Month
January-August, 2026

Item 7.

	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Total
Revenue									
4100 Contributions									
4102 Corporate Sponsorships	2,500.00					1,400.00	1,000.00		4,900.00
4103 Individual Donations	30.00	1,358.72	272.00		95.00	146.00		813.99	2,715.71
4104 Grants	11,101.00	2,579.25	2,529.00	2,886.75	3,244.50	3,646.50	3,346.50	28,645.00	57,978.50
Total for 4100 Contributions	13,631.00	3,937.97	2,801.00	2,886.75	3,339.50	5,192.50	4,346.50	29,458.99	\$65,594.21
4200 Other Income									
4201 Art Class Income	2,664.74	5,231.78	6,133.57	3,987.45	3,392.03	3,830.97	3,162.96	3,084.15	31,487.65
4203 Guest Pass/Rplcmnt Scan Cards	110.00	70.00	170.00	150.00	180.00	100.00	100.00	180.00	1,060.00
4204 Educational Fees	250.54	79.31	260.80	125.00	225.00	156.44	315.55	232.62	1,645.26
4206 Group Ex Fees	35.00	66.13	427.64	315.00	75.00	75.00	300.00	75.00	1,368.77
4207 Merchandise Income	20.00	67.81	57.47	136.08	60.00	58.45	81.20	94.75	575.76
4209 Beverage Station	277.64	300.72	319.13	344.47	331.03	341.09	365.54	334.08	2,613.70
Total for 4200 Other Income	3,357.92	5,815.75	7,368.61	5,058.00	4,263.06	4,561.95	4,325.25	4,000.60	\$38,751.14
4300 Membership Payments	47,054.24	44,314.89	43,103.44	44,362.22	44,665.28	44,152.23	43,319.34	45,302.01	\$356,273.65
4301 Tivity/IND	12,858.25	5,807.25	11,041.00	6,620.00	21,147.25	5,913.75	15,746.75	6,501.75	85,636.00
4302 Chickasaw	210.00	245.00	245.00	245.00	245.00	245.00	245.00	280.00	1,960.00
Total for 4300 Membership Payments	60,122.49	50,367.14	54,389.44	51,227.22	66,057.53	50,310.98	59,311.09	52,083.76	\$443,869.65
4400 Personal Trainers	2,968.00	3,302.00	3,026.00	3,937.50	3,247.00	3,953.00	4,734.00	2,847.00	28,014.50
4600 Rental Income									
4602 Room Rental Income	51.00			400.00				200.00	651.00
Total for 4600 Rental Income	51.00			400.00				200.00	\$651.00
4700 Lease Income									
4702 Select Physical Therapy	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	8,000.00
4704 Massage Therapist		500.00	500.00	500.00	500.00	500.00	500.00	500.00	3,500.00
Total for 4700 Lease Income	1,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	\$11,500.00
4800 Special Events Income	101.00	1,532.30	180.00	2,780.26	916.00	111.24	2,507.00	9,629.25	17,757.05
Total for Revenue	81,231.41	66,455.16	69,265.05	67,789.73	79,323.09	65,629.67	76,723.84	99,719.60	\$606,137.55
Cost of Goods Sold									
5000 Cost of Goods Sold								234.84	234.84
Total for Cost of Goods Sold								234.84	\$234.84
Gross Profit	81,231.41	66,455.16	69,265.05	67,789.73	79,323.09	65,629.67	76,723.84	99,484.76	\$605,902.71
Expenditures									
5800 Special Events Expense	82.80	1,395.86	944.68	1,363.12	1,096.62	1,045.96	357.45	1,260.19	7,546.68
6000 Marketing	2,522.90	2,775.76	3,683.14	2,811.12	2,611.80	2,482.06	2,777.43	3,022.53	\$22,686.74
6001 Social media			13.98	7.82	5.10	24.86			51.76
6002 Listing fees		50.00							50.00
Total for 6000 Marketing	2,522.90	2,825.76	3,697.12	2,818.94	2,616.90	2,506.92	2,777.43	3,022.53	\$22,788.50
6100 Office Supplies	603.04	241.66	368.87	626.96	343.90	308.14	322.44	354.01	3,169.02
6102 LPI/GloFox Expense	495.00	495.00	495.00	495.00	495.00	495.00	495.00	495.00	3,960.00
6103 Art Class Supplies	1,107.20	1,520.47	984.15	1,001.25	485.98	779.80	1,309.30	665.07	7,853.22
6104 Education/Training Expense	475.00	278.51	53.30	39.58	107.53	103.44	454.96	43.02	1,555.34

Healthy Living Center Norman, Inc.

Statement of Activity by Month January-August, 2026

Item 7.

	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Total
6105 Postage				15.60			8.20		23.80
6106 Group Fitness/GX	19.54		1,133.29	380.05					1,532.88
6107 Group Fitness Exercise Expense								76.11	76.11
6200 Gas/Mileage Expense			47.67					26.16	73.83
6203 Meals & Entertainment							34.35		34.35
6204 Volunteer/Staff Appreciation	377.59	92.81	116.77		39.98	37.24	342.22	113.78	1,120.39
6300 Repairs & maintenance	85.98			0.00	230.00		666.50	1,413.00	\$2,395.48
6301 IT Services	971.77	261.31	1,793.37	971.77	971.77	1,051.77	2,511.77	175.17	8,708.70
6302 Cleaning Service		141.55		750.00	891.77		750.00	1,045.17	3,578.49
Total for 6300 Repairs & maintenance	1,057.75	402.86	1,793.37	1,721.77	2,093.54	1,051.77	3,928.27	2,633.34	\$14,682.67
6400 Business License and Permits	867.01	661.50	661.50	75.00		33.50			2,298.51
6600 Materials Expense	487.07	194.33	551.14	494.25	347.97	89.12	52.15	394.02	\$2,610.05
6601 Beverage Station	480.84	586.20	727.22	511.27	320.72	562.12	465.14	720.14	4,373.65
Total for 6600 Materials Expense	967.91	780.53	1,278.36	1,005.52	668.69	651.24	517.29	1,114.16	\$6,983.70
6700 Phone, Cable, Internet Expense	1,089.00	1,106.05	1,107.68	1,106.05	1,102.35	1,105.61	1,099.96	1,101.30	8,818.00
6900 Insurance Expense	3,508.56	1,496.58	1,496.56	1,496.56	1,496.56	1,568.56	1,424.56	1,496.56	13,984.50
7000 Payroll	32,619.14	38,108.20	38,961.99	38,373.71	36,102.33	38,698.10	37,214.04	39,020.51	299,098.02
7100 Employee Benefits	5,394.40	5,297.74	5,260.87	5,448.15	5,260.87	5,260.87	4,653.90	4,473.64	41,050.44
7200 Dues & Subscription	432.40	363.33	253.40	253.40	263.39	402.39	271.39	318.74	2,558.44
7300 Professional Fees	1,250.00	580.00	557.73	653.00	743.00	777.00	789.00	768.00	6,117.73
7400 Contract Labor Expense	475.00	100.00	725.00	287.50	50.00	500.00	300.00	787.50	3,225.00
7700 Equipment Expense	129.30								129.30
7800 Pool Supplies		96.60	20.60	119.23			142.35		378.78
8200 Membership Refunds		105.00							105.00
9000 Payroll Taxes	2,951.19	3,485.87	1,645.33	3,802.61	9,268.52	1,671.86	9,701.40	3,259.52	35,786.30
Total for Expenditures	56,424.73	59,434.33	61,603.24	61,083.00	62,235.16	56,997.40	66,143.51	61,029.14	\$484,950.51
Net Operating Revenue	24,806.68	7,020.83	7,661.81	6,706.73	17,087.93	8,632.27	10,580.33	38,455.62	\$120,952.20
Net Revenue	24,806.68	7,020.83	7,661.81	6,706.73	17,087.93	8,632.27	10,580.33	38,455.62	\$120,952.20



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/01/2026

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF A FUNDING DISBURSEMENT FOR FYE 2027: TO THE CLEVELAND COUNTY MOORE-LINDSAY HISTORICAL HOUSE MUSEUM IN THE AMOUNT DESCRIBED IN THE STAFF REPORT, PURSUANT TO THE PROCESS OUTLINED IN THE LEASE AGREEMENT, CONTRACT K-2526-27, AND FYE 2027 BUDGET ALLOCATION BY CITY COUNCIL, TO ASSIST WITH THE OPERATION OF THE CLEVELAND COUNTY MOORE-LINDSAY HISTORICAL HOUSE MUSEUM.

BACKGROUND:

During the budgeting process for fiscal year 2026-2027 (FYE 2027), the City Council allocated an amount of \$380,043.00 to contribute to Arts, Culture, and Event Organizations, with individual distributions from said allocation to be issued by the Board of Parks Commissioners (the "Board") at their regularly scheduled meeting in August of each year. Organizations are required to apply to the Board for funding disbursements and demonstrate the extent of financial support requested for the upcoming funding year.

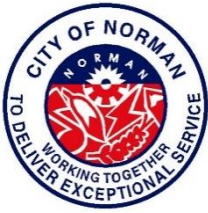
DISCUSSION:

The FYE 2027 funding disbursement for the Cleveland County Moore-Lindsay Historical House Museum is recommended by staff at \$62,500.00, including \$46,000.00 for operational support and \$11,000.00 for utilities. This amount was determined by making an eight percent (8%) cut to the funding support received for the last funding year, plus an allocation of \$11,000.00 for utilities support and a \$5,500.00 balance owed from FYE 2026. An eight percent (8%) cut was utilized, as that is what was used to determine the overall funding pool available for these organizations, as compared to the previous funding year allocation, by the City Council in the FYE 2027 budget process. The Cleveland County Moore-Lindsay Historical House Museum received \$55,000 in supportive funding and utilities assistance in the previous funding year.

RECOMMENDATION:

Staff recommends that the Board of Park Commissioners allocate supportive funding in the amount of \$57,000.00 to the Cleveland County Moore-Lindsay Historical House Museum for FYE 2027, and the \$5,500.00 balance owed from FYE 2026, for a total of \$62,500.00. Such

supportive funding is to be memorialized in a separate Funding Disbursement Agreement to be approved and adopted by the City Council.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/01/2026

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF A FUNDING DISBURSEMENT FOR FYE 2027: TO THE SOONER THEATRE IN THE AMOUNT DESCRIBED IN THE STAFF REPORT, PURSUANT TO THE PROCESS OUTLINED IN THE LEASE AGREEMENT, CONTRACT K-2627-34, AND FYE 2027 BUDGET ALLOCATION BY CITY COUNCIL, TO ASSIST WITH THE OPERATION OF THE SOONER THEATRE.

BACKGROUND:

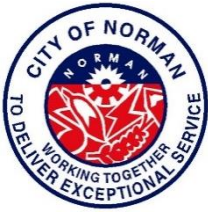
During the budgeting process for fiscal year 2026-2027 (FYE 2027), the City Council allocated an amount of \$380,043.00 to contribute to Arts, Culture, and Event Organizations, with individual distributions from said allocation to be issued by the Board of Parks Commissioners (the "Board") at their regularly scheduled meeting in August of each year. Organizations are required to apply to the Board for funding disbursements and demonstrate the extent of financial support requested for the upcoming funding year.

DISCUSSION:

The FYE 2027 funding disbursement for the Sooner Theatre is recommended by staff at \$109,286, including \$81,311 for operational support and \$27,975.00 for utilities. This amount was determined by making an eight percent (8%) cut to the funding support received for the last funding year, plus an allocation of \$27,975.00 for utilities support. An eight percent (8%) cut was utilized, as that is what was used to determine the overall funding pool available for these organizations, as compared to the previous funding year allocation, by the City Council in the FYE 2027 budget process. The Sooner Theatre received \$88,381 in supportive funding and utilities assistance in the previous funding year.

RECOMMENDATION:

Staff recommends that the Board of Park Commissioners allocate supportive funding in the amount of \$109,286 to the Sooner Theatre for FYE 2027. Such supportive funding is to be memorialized in a separate Funding Disbursement Agreement to be approved and adopted by the City Council.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/01/2026

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF A FUNDING DISBURSEMENT FOR FYE 2027: TO THE PERFORMING ARTS STUDIO, INC., D/B/A THE DEPOT IN THE AMOUNT DESCRIBED IN THE STAFF REPORT, PURSUANT TO THE PROCESS OUTLINED IN THE LEASE AGREEMENT, CONTRACT K-2627-32, AND FYE 2027 BUDGET ALLOCATION BY CITY COUNCIL, TO ASSIST WITH THE OPERATION OF THE PERFORMING ARTS STUDIO, INC., D/B/A THE DEPOT.

BACKGROUND:

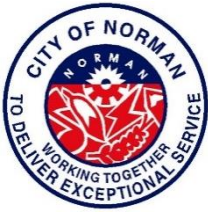
During the budgeting process for fiscal year 2026-2027 (FYE 2027), the City Council allocated an amount of \$380,043.00 to contribute to Arts, Culture, and Event Organizations, with individual distributions from said allocation to be issued by the Board of Parks Commissioners (the "Board") at their regularly scheduled meeting in August of each year. Organizations are required to apply to the Board for funding disbursements and demonstrate the extent of financial support requested for the upcoming funding year.

DISCUSSION:

The FYE 2027 funding disbursement for The Performing Arts Studio, Inc., D/B/A The Depot is recommended by staff at \$61,188.00, including \$51,888.00 for operational support and \$3,600.00 for utilities. This amount was determined by making an eight percent (8%) cut to the funding support received for the last funding year, plus an allocation of \$3,600.00 for utilities support and a \$5,700.00 balance owed from FYE 2026. An eight percent (8%) cut was utilized, as that is what was used to determine the overall funding pool available for these organizations, as compared to the previous funding year allocation, by the City Council in the FYE 2027 budget process. The Performing Arts Studio, Inc., D/B/A The Depot received \$50,700 in supportive funding and utilities assistance in the previous funding year.

RECOMMENDATION:

Staff recommends that the Board of Park Commissioners allocate supportive funding for \$55,500.00 to The Performing Arts Studio, Inc., D/B/A The Depot for FYE 2027, and the \$5,700.00 balance owed from FYE 2026, for a total of \$61,188.00. Such supportive funding is to be memorialized in a separate Funding Disbursement Agreement to be approved and adopted by the City Council.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/1/2026

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE DESIGN AND CONSTRUCTION OF A NEW OPEN-AIR PAVILION IN REAVES PARK FOR THE PARKS AND RECREATION DEPARTMENT WITH UNIVERSITY OF OKLAHOMA GIBBS COLLEGE OF ARCHITECTURE (GCA).

BACKGROUND:

The Norman Forward program, funded by a voter-approved half-cent sales tax beginning in 2015, has delivered a wide range of quality-of-life projects throughout the community—from major facilities like the Westwood Family Aquatics Center and Young Family Athletic Center to upgrades at parks, trails, libraries, and neighborhood amenities. As the 15-year collection period nears its end, the program is projected to finish with a fund balance higher than originally anticipated, allowing the City to revisit several unfinished elements from the initial project list.

One of these continuation efforts focuses on Reaves Park, where the Kids Space playground—originally built through a community-driven effort in 1999—has reached the end of its usable life. The Parks and Recreation Department has proposed using a portion of the remaining Norman Forward funds to replace the playground and improve the surrounding area with new site furniture, landscaping, and a picnic shelter. Earlier this year, the City received a \$600,000 Built Environment Grant from TSET to support the project, bringing the total projected budget to around \$1 million. Construction will begin in October, preceded by a public “Last Play Day,” and the new playground will again be created through a community-build process extending into next year. TSET will partner with the City throughout the project, assisting with coordination and grant management.

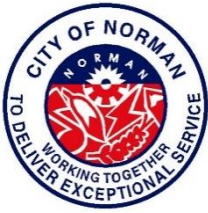
DISCUSSION:

The University of Oklahoma’s Gibbs College of Architecture will partner with the City to design and build a new open-air picnic pavilion at Reaves Park as part of their senior capstone program. Under the supervision of licensed architect faculty, students will serve as designers and general contractors, providing a cost-effective and educationally valuable project that

aligns with the Reaves Park Master Plan. Following approval from the Board of Park Commissioners and City Council, the City is moving forward with Contract K-2627-80 for a total of \$82,500, funded through the Norman Forward Reaves Park Improvements budget and the Norman Forward Fund Balance. Construction will begin once the existing playground area is cleared and will be closely coordinated with the Kids Space design team, with completion expected by May 2027.

RECOMMENDATION:

It is recommended that the Norman Board of Park Commissioners approve the design of the Reaves Park Open Air Pavilion near Kids Space and recommend the approval of the contract with The University of Oklahoma Gibbs College of Architecture for the Open-air Pavilion in Reaves Park.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 10/01/2026

REQUESTER: Jason Olsen

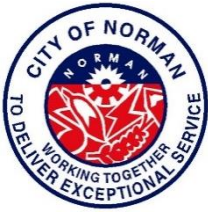
PRESENTER: Jason Olsen, Director of Parks & Recreation

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: 10/01/2026

REQUESTER: Karla Sitton, Administrative Tech IV

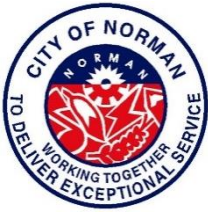
PRESENTER: Jason Olsen, Director of Parks & Recreation

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: 10/01/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: CAPRA UPDATE

DISCUSSION:

The Parks and Recreation Department has recently initiated the process of obtaining accreditation from the Commission for Accreditation of Park and Recreation Agencies (CAPRA), the only national accreditation available for park and recreation agencies. This accreditation serves as a valuable measure of an agency's overall quality of operation, management, and service to the community. Achieving CAPRA accreditation is the most effective way to demonstrate that our agency and its staff provide the highest level of service to the community.