



CITY OF NORMAN, OK
BOARD OF PARKS COMMISSIONERS MEETING
Development Center Conference Room A 225 N. Webster Ave, Norman,
OK 73069
Thursday, January 02, 2025 at 5:30 PM

AGENDA

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

ROLL CALL

MINUTES

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

BOARD OF PARK COMMISSIONERS REGULAR MEETING MINUTES OF SEPTEMBER 5, 2024 AND BOARD OF PARK COMMISSIONERS JOINT MEETING WITH AIM PARK SUB-COMMITTEE MEETING MINUTES OF SEPTEMBER 10, 2024

ACTION ITEMS

2. NOMINATION AND ELECTION OF CHAIR, VICE-CHAIR AND SUB-COMMITTEE APPOINTMENTS OF THE BOARD OF PARKS COMMISSIONERS
3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF PREVIOUSLY APPROVED CITY COUNCIL ITEMS
4. PRESENTATION REGARDING TSET GRANT OPPORTUNITIES - HEALTHY INCENTIVE GRANT FOR COMMUNITIES & BUILT ENVIRONMENT GRANT

REPORTS

5. ANNUAL REPORT FROM THE PARKS & RECREATION DEPARTMENT: PARKS, PARK DEVELOPMENT, PARK MAINTENANCE, RECREATION AND FACILITY MAINTENANCE DIVISIONS
6. NORMAN FORWARD UPDATE

7. DIVISIONAL UPDATE

MISCELLANEOUS ITEMS

PUBLIC COMMENT

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

ADJOURNMENT



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 1/2/2025

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 SEPTEMBER 5, 2024 AND BOARD OF PARK COMMISSIONERS JOINT MEETING WITH AIM PARK SUB-COMMITTEE MEETING MINUTES OF SEPTEMBER 10, 2024

Norman Board of Parks Commissioners
September 5, 2024

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 Executive Conference Room of the Norman Municipal Building, on the 5th day of September 2024 at 5:30 p.m., and notice of the agenda of the meeting were posted at the Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

Present: Chair Sheriff and Commissioners Davison, Isacksen, Ross and Wright

Absent: Commissioners Sallee and Usry and Two Vacancies

City Officials

Present: Jason Olsen, Director of Parks and Recreation
James Briggs, Park Development Manager
Bethany Grissom, Park Planner
Mitchell Richardson, Interim Recreation Manager
Wade Thompson, Parks Manager
Karla Sitton, Administrative Technician IV

ITEM 1, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF
MINUTES FROM THE MAY 2, 2024, PARK BOARD MEETING

Commissioner Isacksen made the motion, and Commissioner Davison seconded to approve the Park Board minutes on May 2, 2024. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Davison, Isacksen, Ross, and Wright

NAY: None

ITEM 2, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF
PREVIOUSLY APPROVED COUNCIL ACTIONS

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

- Donation in the amount of \$23,855 for a mural to be painted on the south exterior wall at the Norman Firehouse Art Center.
- Contract K-1920-133 with Crossland Construction Co., Inc. decreased the contract amount by \$103,321 for the Building C Portion of the Municipal Complex Renovation Project and Final Acceptance and Payment.
- Contract K-2324-125 with Happy Playgrounds LLC for the Sunrise Park Playground Project and Final Payment of \$220,000.
- Donation of \$30,610 for a Kitchen Renovation at the Reaves Park Building.
- Contract K-2425-42 with Multisports LLC in the amount of \$272,842 for the YFAC Outdoor Pickleball Courts Construction Project.
- Contract K-2425-43 with Performing Arts Studio in the amount of \$50,700 to assist with the operation of the Santa Fe Train Depot and the provision of hospitality services to the Community.

ITEM 3, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF THE REQUEST FROM DEBRA GOIT TO INSTALL A “TELEPHONE OF THE WIND” IN RUBY GRANT PARK

Ms. Bethany Grissom, Park Planner, said in December 2023, the Board recommended the Parks and Recreation Department begin requiring citizens and local groups to submit applications for requests and/or proposed projects to be installed in City parks. She said in July 2024, Ms. Debra Goit approached the Parks and Recreation Department with a project application to install a *Telephone of the Wind*.

Ms. Goit said the purpose of the *Telephone of the Wind* is to give people a place where they can commune with and remember loved ones who have passed away. She said the *Wind Phone* will never ring and is for all who grieve someone they love. Ms. Goit said signage would be placed at the location stating anyone could pick up the phone to share memories, say I love you and/or I miss you and let the wind take their words. She showed pictures depicting the phone and wooden bench that was etched and donated by friends. She said Ruby Grant Park, near the disc golf course, was selected in memory of her son-in-law, who passed in August 2023, and for his love of disc golf. Ms. Goit said *Telephones of the Wind* are all over the country, and this will be the first of its kind in Oklahoma. She said she would register the *Wind Phone* to include it on a United States interactive location map. Ms. Grissom said to staff the bench would be placed between (disc golf) holes 15 and 16 and will not interfere with trail runners. She told staff has been working with Ms. Goit on project refinement and will assist with the installation to ensure it meets departmental standards.

Chair Sheriff asked who would maintain the *Wind Phone* if routine maintenance was needed and/or is vandalized, and staff said as part of the agreement, Ms. Goit would take care of any maintenance issues. The Board loved the proposed project and thanked Ms. Goit for bringing the project to Norman.

Commissioner Wright motioned, and Commissioner Ross seconded to approve the *Telephone of the Wind* project at Ruby Grant Park. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Davison, Isacksen, Ross, and Wright

NAY: None

ITEM 4 being:

ANNUAL PRESENTATION FROM SOONER THEATRE

Ms. Jennifer Baker, Executive Director of the Sooner Theatre, gave an annual presentation to the Board, and a written report to include financial information was provided to the Board before the meeting. Ms. Baker said more than 15,000 audience members attended Sooner Theatre events in person during FY2023 and spent an average of \$44.21 per person in our community, with an economic impact of \$670,000. She said 1,137 people enrolled in camps and classes at The Studio of The Sooner Theatre, which was up 18% from the previous year, and \$38,160 was given in scholarships for tuition to 230 students who could otherwise not afford to participate. Ms. Baker said the total earned revenue for FY2023 was \$813,610.

Ms. Baker said the Sooner Theatre strives to provide diverse programming in all aspects and highlighted the programs to include Be My Buddy and Fabulous Friday, classes for special needs students. Ms. Baker said the 2022-23 season shows included Little Shop of Horrors, The Wizard of Oz, and The 25th Annual Putnam Spelling Bee. She told the Sooner Theatre students who attended the

Junior Theatre Festival in January 2022 in Atlanta that they had been awarded Outstanding Ensemble in their pod.

Ms. Baker said she is on the AIM Norman Parks Sub-Committee and is excited about being involved with bringing forward an incredible Park Master Plan. She felt the proposed plan would help facilitate future park projects, including a possible Norman Forward 2 initiative.

The Board acknowledged the report.

ITEM 5 being:

ANNUAL PRESENTATION FROM CLEVELAND COUNTY HISTORICAL MUSEUM

Ms. Amy Pence, Moore-Lindsay Historical House Museum (MLHHM), gave an annual presentation and provided financials to the Board before the meeting. She said MLHHM welcomed 1,600 visitors and benefitted from the assistance of 21 volunteers. Ms. Pence said MLHHM is cutting back on exhibits but adding more micro-exhibits and events, including Wicked Tea, Trick or Treat, Annual Christmas Open House, Whiskey Tasting, and 7 Paranormal Investigations.

Ms. Pence highlighted the camps and educational workshops at MLHHM and said the projected income for the FYE 2024-25 budget is \$78,403. She said \$13,500 in grants will be used for advertising and paying the teachers.

Mr. Jason Olsen said a very detailed painting job began 4 weeks ago at the MLHHM and already looks beautiful. Ms. Pence agreed and said she is hopeful a Norman Forward 2 initiative will help secure more parking at MLHHM.

The Board acknowledged the report.

ITEM 6 being:

NORMAN FORWARD UPDATE

Mr. Jason Olsen, Director of Parks and Recreation, highlighted the Norman Forward projects.

Bentley Park

Mr. Olsen said the Bentley Park grand opening/ribbon cutting on August 17, 2024, was a massive success, with 100-200 people in attendance. He told Bentley Park is dedicated in memory of Lionel K. Bentley for his outstanding service to the City of Norman, including being the Director of Parks and Recreation Department. Mr. Olsen said the park features large areas of native prairie plants, a perimeter walking trail, playgrounds, a tennis court, a half-court basketball court, a picnic shelter, and the first stand-alone pickleball court in Norman Park.

Saxon Park

Mr. Olsen said Saxon Park 60% of the drawings are complete and will go out to bid towards the end of the year. He said we are making good progress on the plans for all utilities needed at the park, including work with the Utilities Department and Public Works Department to coordinate the installation of a public water line stub-out in the park as part of the construction of the road segment that will connect the current John Saxon Boulevard that intersects with State Highway 9 to the Saxon Park Drive that intersects with 36th Avenue SE. He said the \$2 million project will begin in the Spring 2025.

Neighborhood Parks

Mr. Olsen said William Morgan and NE Lions Parks are the following neighborhood parks to be renovated with new play equipment and park furniture. He said staff will send out neighborhood surveys soon for a new proposed park on the land that was dedicated years ago and is adjacent to the Links apartment community. Mr. Olsen said that based on the feedback received, staff will design a park constructed with a combination of Norman Forward and Park Development Funds collected when the Links community building permits were issued. He said the park design will be presented to the Park Board early next year, and construction should begin in the Summer of 2025.

Mr. Olsen said staff would close the Griffin Park and Adult Wellness & Education (AWE) Projects at the September 10, 2024, City Council meeting.

ITEM 7 being:

DIVISION UPDATES

Mr. Jason Olsen, Director of Parks and Recreation, reminded the Board that the AIM Norman Comprehensive Park Sub-Committee would like to present the proposed Park Master Plan at a joint meeting scheduled on September 10, 2025. He encouraged the Board to attend the meeting/workshop and give their input.

Mr. Wade Thompson, Parks Manager, said the recent heavy rain the City received a few weeks ago damaged the tot playground at Lions Park and the mulch and trails at various city parks. He said Park Maintenance will continue working on cleaning the parks and replacing the mulch.

Mr. Mitchell Richardson, Recreation Manager, said Westwood Family Aquatic Center (WWFAC) is winding down the summer season and said hours will change to mornings only on September 27th. He said WWFAC will host an adult night on September 6th and a Scooby-doo dive night on September 13th. Mr. Richardson said Parks & Recreation is partnering with Norman Public Library to host a Celebration of Hispanic Heritage Month at Andrews Park on September 13 and invited the Board to enjoy music, art, and traditions that make Hispanic heritage so unique and exciting. He said Brewtoberfest is on September 20th at Reaves Park, and Westwood Golf is hosting the United Way Golf Tournament on September 27th.

Mr. James Briggs, Park Development Manager, said staff sent an RFQ for a Community Wildfire Protection Plan (CWPP). We held a kickoff meeting with them and representatives from the Norman Fire Department, GIS Division, Legal Staff, City Manager's Office, and Environmental Services Division to establish goals and meeting schedules as the project progresses in the coming months. A CWPP not only exists as a document the city can use to plan for how to respond to wildfires, but it also is a key component used when applying for larger grants and funding that can be used to implement the recommended mitigation strategies that the plan includes that will reduce the likelihood and severity of wildfires.

Staff continues to work with DAVEY Resource Group to create an Urban Forest Master Plan, which will guide the next 10-plus years of projects that the Forestry Division will conduct to help maintain and expand Norman's Urban Forest. A Steering Committee of interested citizens will be approved at the December Park Board meeting, and they will help create a community survey and review the process and progress of DAVEY throughout the project, which should be completed in the summer of 2025

MISCELLANEOUS DISCUSSION

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Chair Sheriff adjourned the meeting at 6:47 p.m.

Passed and approved this _____ of _____ 2025

Sherrel Sheriff, Chair

Special Norman Board of Parks Commissioners and
AIM Norman Comp Plan Park Sub-Committee Joint Meeting
September 10, 2024

Item 1.

The Norman Board of Parks Commissioners of the City of Norman, Cleveland County, State of Oklahoma, met in a Special Joint meeting with AIM Norman Comp Plan Park Sub-Committee in Conference Room D of the Norman Development Center Building, on the 9th day of September 2024 at 4:30 p.m., and notice of the agenda of the meeting were posted at the Municipal Building at 201 West Gray, Development Center at 225 N. Webster, and on the City website at least 48 hours prior to the beginning of the meeting.

ROLL CALL

Present: Chair Sheriff and Commissioners Isacksen, Usry and Wright

Absent: Commissioners Davison, Ross, Sallee and Two Vacancies

City Officials

Present: Jason Olsen, Director of Parks and Recreation
James Briggs, Park Development Manager
Lisa Krieg, CDBG Grants Manager
Beth Muckala, Assistant City Attorney
Mitchell Richardson, Interim Recreation Manager
Wade Thompson, Parks Manager
Karla Sitton, Administrative Technician IV

Guests: Charlie Cowell, RDG
Shavonne Evans, AIM Steering Committee
Amy Haase, RDG
Patrick Schrank, AIM Steering Committee

No quorum. A summary of the meeting is as follows.

Board of Parks Commissioner Chair Sheriff asked everyone to introduce themselves and the Board of Park Commissioners, RDG Staff, Parks & Recreation Staff and members from the AIM Comprehensive Plan Steering Committee made introductions. Molly Hanson, with RDG, highlighted the draft Park Master Plan and said some chapters are still being worked on, but they would be finished later this week. She said, once completed, the AIM Parks Sub-Committee would be getting a pdf of the entire draft to give comments and/or suggestions. Park Master Plan and given a couple weeks to give any comments and suggestions.

Ms. Hanson said the Park Master Plan can synergize with other AIM Sub-Committee Plans (Stormwater, Transportation and Water & Wastewater), as well as approved (and possible future approved) City of Norman Master Plans, (Andrews Park Master Plan, Saxon Park Master Plan, Westwood Park Master Plan and Trails & Greenbelts). Ms. Hanson felt all the AIM Sub-Committee Master Plans need to coordinate and work well together in order to lay out a solid foundation for the future of Norman.

Lee Hall, AIM Parks Sub-Committee Chair, said the Sub-Committee was planning to present the draft Park Master Plan to the Board of Parks Commissioners on October 3, 2024; however, the *final* draft AIM Comp Plan and the Park Master Plan will likely not be complete until November or December. She said the AIM Parks Sub-Committee's next meeting is scheduled on November 12, 2024 at 3:00 p.m.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 1/2/2025

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: NOMINATION AND ELECTION OF CHAIR, VICE-CHAIR AND SUB-COMMITTEE APPOINTMENTS OF THE BOARD OF PARKS COMMISSIONERS

DISCUSSION:

The Board of Parks Commissioners is an appointed group of citizens that provide guidance for the betterment of our City; specifically, the development or improvements of park and recreational facilities, policies, and parkland dedication. The Commissioners also assist with long-range planning and provides suggestions for implementation.

At every January Board of Parks Commissioners meeting, the Commissioners are requested to nominate and approve a Chair, Vice-Chair and Sub-Committee Appointments. The following appointments were made in January 2024:

- NOMINATION AND ELECTION OF CHAIR OF THE BOARD OF PARKS COMMISSIONERS:
Sherrel Sheriff
- NOMINATION AND ELECTION OF VICE-CHAIR OF THE BOARD OF PARKS COMMISSIONERS: Ellen Usry
- CONSIDERATION OF BOARD OF PARKS COMMISSIONERS SUB-COMMITTEE APPOINTMENTS:
 - ❖ Naming and Recognition of Parks and Recreational Facilities
Kristi Isacksen
Kristi Wright
 - ❖ Advisory Committee for Urban Wilderness Parks
Liz Ross
Sherrel Sheriff
Ellen Usry
 - ❖ Advisory Committee for Parks and Recreation Policy and Procedures
Billy Davison
Kristi Isacksen
Sherrel Sheriff

- ❖ ~~Norman Forward Indoor Aquatic/Multi-Sport Facility (YFAC) Ex-Officio~~ **Project Complete**
Chris Moxley (No longer on the Board of Parks Commissioners)
Sherrel Sheriff
- ❖ Norman Forward Saxon Park Ad Hoc Ex-Officio
Mary Sallee
Ellen Usry



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 1/2/2025

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks & Recreation

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

DISCUSSION:

The City of Norman City Council met December 10, 2024 to consider several items pertaining 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

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069



Meeting Agenda

Tuesday, December 10, 2024

6:30 PM

DIRECTOR OF PARKS AND RECREATION

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

City Council

*Austin Ball, Ward 1, Matthew Peacock, Ward 2, Bree Montoya, Ward 3,
Helen Grant Ward 4, Michael Nash, Ward 5, Joshua Hinkle, Ward 6,
Stephen Tyler Holman, Ward 7, Scott Dixon, Ward 8, Mayor Larry Heikkila.*

File Attachments for Item:

17. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AWARDED RFP-2425-22, CONTRACT K-2425-75: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND HAPPY PLAYGROUNDS L.L.C., IN THE AMOUNT OF \$227,004; MAINTENANCE BOND MB-2425-26, PERFORMANCE BOND B-2425-31; AND STATUTORY BOND B-2425-32 FOR THE WILLIAM MORGAN PARK PLAYGROUND PROJECT, AND RESOLUTION R-2425-75 GRANTING TAX EXEMPT STATUS.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/10/2024

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF AWARDED RFP-2425-22, CONTRACT K-2425-75: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND HAPPY PLAYGROUNDS L.L.C., IN THE AMOUNT OF \$227,004; MAINTENANCE BOND MB-2425-26, PERFORMANCE BOND B-2425-31; AND STATUTORY BOND B-2425-32 FOR THE WILLIAM MORGAN PARK PLAYGROUND PROJECT, AND RESOLUTION R-2425-75 GRANTING TAX EXEMPT STATUS.

BACKGROUND:

In October 2015, Norman residents passed the Norman Forward Initiative, which funds various projects through a ½ % sales tax increase over 15 years. The Norman Forward Initiative includes a project to improve existing neighborhood parks. The funds for this project are "pay-go," meaning projects can only be completed once the funds are available. The overall NORMAN FORWARD Neighborhood Park Implementation Plan part 2 was presented to the Board of Park Commissioners in 2022 for approval.

DISCUSSION:

On September 21st and September 28th, 2024, RFP Number 2425-22 for the William Morgan Park Playground Project was advertised in the *Norman Transcript*. Requests for proposals were distributed directly to ten playground equipment vendors, five of whom responded with complete proposals.

Parks and Recreation staff carefully evaluated the playground proposals based on how well each met the requested amenities as outlined in the RFP and the overall play value provided by the designs. The winning proposal stood out from the other proposals due to the number and variety of boulder sizes and age groups accommodated. All bidders were asked to maximize the \$230,000 playground budget and design a playground with boulders of various heights so climbers of all ages and skill levels could be accommodated. When the different projects were compared, it was determined that the playground offered by Happy Playgrounds LLC best met the design requirements and had the greatest variety of equipment.

Staff recommends awarding Contract Number K-2425-75 to Happy Playgrounds LLC, totaling \$227,004 for the William Morgan Park Playground Project.

RECOMMENDATION 1: It is recommended that Request for Proposal RFP 2425-22 be awarded to Happy Playgrounds LLC, in the amount of \$227,004 for the William Morgan Park Playground Project. The funding of \$227,004 is available for this project in Norman Forward Neighborhood Parks Improvements, Construction (Account 51798830-46101; Project NFP101).

RECOMMENDATION 2: It is further recommended that the City Council approve Contract K-2425-75, Performance Bond B-2425-31, Statutory Bond B-2425-32, and Maintenance Bond MB-2425-26

RECOMMENDATION 3: It is further recommended that Happy Playgrounds, LLC, be authorized and appointed as project agent for the William Morgan Park Playground Project by Resolution R-2425-75 to avoid the payment of sales tax on materials and equipment purchases related to the project.

R-2425-75

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN,
OKLAHOMA, AUTHORIZING AND APPOINTING HAPPY PLAYGROUNDS
LLC AS PROJECT AGENT FOR THE WILLIAM MORGAN PARK
PLAYGROUND PROJECT.

1. WHEREAS, the City of Norman, Oklahoma, does hereby acknowledge that the tax-exempt status of this political subdivision is a significant factor in determining the agreed contract price bid by, Happy Playgrounds LLC., for the William Morgan Park Playground Project; and
2. WHEREAS, the City of Norman, Oklahoma, in compliance with State law, desires to confer on Happy Playgrounds LLC., its special State and Federal sales tax exemptions and in order to achieve such end, finds it necessary to appoint, as its direct purchasing agent, Happy Playgrounds LLC., to purchase materials which are in fact incorporated in and used on the William Morgan Park Playground Project; and
3. WHEREAS, this limited agent status is conferred with the express understanding that Happy Playgrounds LLC shall appoint employees and subcontractors as subagents who shall be authorized to make purchases on their behalf.

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

4. That the City of Norman, Oklahoma, on the ____ day of _____, 2024, did appoint Happy Playgrounds LLC, who is involved in the William Morgan Park Playground Project, as agent of the City of Norman, Oklahoma, solely for the purpose of purchasing, on a tax-exempt basis, materials and tangible personal property to be used exclusively in the William Morgan Park Playground Project.

PASSED AND ADOPTED this ____ day of _____, 2024.

Mayor

ATTEST:

City Clerk

Contract # K-2425-75**CONTRACT**

THIS CONTRACT made and entered into this 10th day of December, 2024, by and between Happy Playgrounds, LLC as Party of the First Part, hereinafter designated as the CONTRACTOR, and the City of Norman, a municipal corporation, hereinafter designated as the City, Party of the Second Part.

WITNESSETH

WHEREAS, the City has caused to be prepared in accordance with law, specifications, and other bidding documents for the work hereinafter described and has approved and adopted all said bidding documents, and has caused Solicitation for Bids to be given and advertised as required by law, and has received sealed proposals for the furnishing of all labor and materials for the following project:

WILLIAM MORGAN PARK PLAYGROUND

as outlined and set out in the bidding documents and in accordance with the terms and provisions of said contract; and

WHEREAS, the Contractor in response to said Solicitation for Bids, has submitted to the City of Norman on the manner and at the time specified, a sealed proposal in accordance with the terms of this Contract; and

WHEREAS, the City, in the manner provided by law, has opened, examined, and canvassed the proposals submitted and has determined and declared the above-named Contractor to be the lowest and best bidder on the above-prepared project, and has duly awarded this contract to said Contractor, for the total sum named in the proposal, to wit: Two Hundred Twenty-Seven Thousand and Four DOLLARS and No CENTS (\$ 227,004.00);

NOW, THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, the parties to this Contract have agreed, and hereby agree, as follows:

1. The Contractor shall, in a good and first-class, workmanlike manner at their own cost and expense, furnish all labor, materials, tools, and equipment required to perform and complete said work in strict accordance with this Contract and the following Contract Documents:

Specifications, Provisions and Bonds thereto, all of which documents are on file in the office of the City Clerk of the City of Norman, and are made a part of this Contract as fully as if the same were set out at length, with the following additions and or exceptions: (If none, so state.) NONE

2. The City shall make payments to the Contractor in the following manner: On or about the first day of each month, the project manager, or other appropriate person, will make accurate estimates of the value, based on contract prices, or work done, and materials incorporated in the work and of materials suitably stored at the site thereof during the preceding calendar month.

Contract # K-2425-75

The Contractor shall furnish to the project manager, or the appropriate person, such detailed information as he may request to aid him as a guide in the preparation of the monthly estimates.

Each monthly estimate for payment must contain or have attached an affidavit as required by Senate Bills 469 of the 1974 Legislature.

On completion of the work, but prior to the acceptance thereof by the City, it shall be the duty of the project manager, or other appropriate person, to determine that said work has been completely and fully performed in accordance with said Contract Documents; and upon making such determinations said official shall make his final certificate to the City.

The Contractor shall furnish proof that all claims and obligations incurred by them in connection with the performance of said work have been fully paid and settled; said information shall be in the form of an affidavit, which shall bear the approval of the surety on the contract bonds for payment of the final estimates to the Contractor; thereupon, the final estimate (including retainages) will be approved and paid.

3. It is further agreed that the Contractor will commence said work within 10 days following receipt of a NOTICE-TO-PROCEED, and prosecute the same vigorously and continuously, and complete the same in One Hundred Eighty (180) calendar days.

The Notice to Bidders published in the Norman Transcript September 21 and September 28, 2024, the instructions to bidders, the special and general provisions of specifications and the Contractor's bid or proposal, each of said instruments on file in the office of the City Clerk of the City of Norman, are hereby referred to and by reference thereto are made part of this contract as if fully written in detail herein or attached thereto.

To that end, no provision of this contract or of any such aforementioned document shall be interpreted or given legal effect to create an obligation on the part of the City to third persons, including, by way of illustration but not exclusion, sureties upon performance bonds, payment bonds or other bonds, assignees of the Contractor, subcontractors, and persons performing labor, furnishing material or in any other way contributing to or assisting in the performance of the obligation of the Contractor; nor shall any such provisions be interpreted or given legal effect to afford a defense against any obligation owed or assumed by such third person to the City or in any way to restrict the freedom of the City to exercise full discretion in its dealing with the Contractor.

4. The sworn statement below must be signed and notarized before this Contract will become effective.

Contract # K-2425-75

IN WITNESS WHEREOF, the said parties of the First and Second Part have hereunto set their hands and seals respectively the 2nd day of December, 2024.

CORPORATE SEAL

Happy Playgrounds, LLC

Company Name

ATTEST: _____

Corporate Secretary

BY Kelli Collins

President or Managing Partner

STATE OF OklahomaCOUNTY OF Tulsa

Kelli Collins, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by Contractor to submit the above Contract to the City. Affiant further states that Contractor has not paid, given or donated or agreed to pay, give, or donate to any officer or employee of the City any money or other thing of value, either directly or indirectly, in the procuring of the contract.

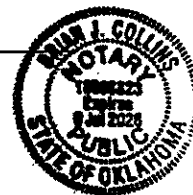
Kelli Collins

President

Subscribed and sworn to before me this 2nd day of December, 2024.

Brian J. Calhoun

Notary Public

My Commission Expires: July 2028Commission Number: 18006823

CITY OF NORMAN

Approved as to form and legality this ____ day of _____, 20____.

City Attorney

Approved by the City Council this _____ day of _____, 20____.

Mayor

ATTEST:

City Clerk

Surety Bond No. 108144544

Bond# B-2425-32

STATUTORY BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, Happy Playgrounds, LLC as Principal, and Travelers Casualty and Surety Company of America, a corporation organized under the laws of the State of Connecticut, and authorized to transact business in the State of Oklahoma, as Surety, are held and firmly bound unto THE CITY OF NORMAN, a Municipal Corporation and city of the first class, of the State of Oklahoma, in the penal sum of Two Hundred Twenty-Seven Thousand and Four DOLLARS and No CENTS, (\$227,004.00), for the payment of which well and truly to be made, we, and each of us, bind ourselves, our heirs, executors and assigns, themselves, and its successors and assigns, jointly and severally, firmly by these presents.

Dated this 21st day of November, 2024.

The conditions of this obligation are such, that whereas, the above Bonded Principal Happy Playgrounds, LLC is the lowest and best bidder for the making of the following City work and improvement, viz.:

WILLIAM MORGAN PARK PLAYGROUND

and has entered into a certain written contract with THE CITY OF NORMAN, dated _____, 20_____, for the erection and construction of said work and improvement, in exact accordance with the bid of said Principal, and according to certain specifications heretofore made, adopted and placed on file in the office of the City Clerk of the City of Norman.

NOW, THEREFORE, if the said Happy Playgrounds, LLC Principal, shall well and truly pay all indebtedness incurred for labor and material and repairs to and parts for equipment furnished in the making of said public improvement incurred by said Principal or subcontractors, then this obligation shall be void. Otherwise, this obligation shall remain in full force and effect. If debts are not paid within thirty (30) days after same becomes due and payable, the person, firm, or corporation entitled thereto may sue and recover on this bond, the amount so due and unpaid.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said Contract and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

IN WITNESS WHEREOF, the said Principal has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its duly authorized officers, and the said Surety has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its attorney-in-fact, duly authorized to do so, the day and year first above written.

Bond # B-2425-32

ATTEST: Daniel B. [Signature]
Corporate Secretary

Happy Playgrounds, LLC
BY Kelli Collins
Principal

ATTEST:

[Signature]
Cade Allie, Witness

Travelers Casualty and Surety Company of America
Surety Name
BY S. J. McCauley Jr.
Sean J McCauley Jr., Attorney-in-Fact

STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS:

Before me, the undersigned, a Notary Public in and for said County and State on this 29 day of November, 2024 personally appeared Kelli Collins to me known to be the identical person who executed the foregoing, and acknowledged to me that she executed the same as Kelli Collins free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal the day and year last above written.

Brian J. Collins
Notary Public



My Commission Expires: July 2026
Commission Number: 18006823

Approved as to form and legality this _____ day of _____, 20____.

City Attorney

Approved by the Council of the City of Norman, this _____, day of _____, 20____.

ATTEST:

Mayor_____
City Clerk

Surety Bond No. 108144544

Bond # B-2425-31

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, Happy Playgrounds, LLC, as Principal, and Travelers Casualty and Surety Company of America, a corporation organized under the laws of the State of Connecticut, and authorized to transact business in the State of Oklahoma, as Surety, are held and firmly bound unto THE CITY OF NORMAN, a Municipal Corporation and city of the first class, of the State of Oklahoma, in the full and just sum of Two Hundred Twenty-Seven Thousand and Four DOLLARS and No CENTS, (\$ 227,004.00), for the payment of which, well and truly to be made, we, and each of us, bind ourselves, our heirs, executors and assigns, themselves, and its successors and assigns jointly and severally, firmly by these presents. Dated this 21st Day of November, 2024.

The conditions of this obligation are such, that whereas, said Principal is the lowest and best bidder for the making of the following city work and improvements, viz.:

WILLIAM MORGAN PARK PLAYGROUND

and has entered into a certain written contract with THE CITY OF NORMAN dated 20, for the erection and construction of said work and improvement, which said contract is hereby made a part and parcel of this bond as if literally written herein.

NOW, THEREFORE, if said Principal shall, in all particulars, well, truly and faithfully perform and abide by said Contract and each and every covenant, condition and part thereof and shall fulfill all obligations resting upon said Principal by the terms of said contract and said specifications; and if said Principal shall promptly pay, or cause to be paid, all labor, materials and/or repairs and all bills for labor performed on said work, whether by subcontract or otherwise; and if said Principal shall protect and save harmless said City of Norman from all loss, damage and expense to life or property suffered or sustained by any person, firm, or corporation caused by said Principal or his or its agents, servants, or employees in the construction of said work, or by or in consequence of any negligence, carelessness or misconduct in guarding and protecting the same, or from any act or omission of said Principal or his or its agents servants, or employees, and if said Principal shall protect and save the City of Norman harmless from all suits and claims of infringement or alleged infringement or patent rights or processes, then this obligation shall be null and void, otherwise to be and remain in full force and effect.

It is further expressly agreed and understood by the parties thereto that no changes or alterations in said Contract and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

IN WITNESS WHEREOF, the said Principal has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its duly authorized officers, and the said surety has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its

Bond # B-2425-31

ATTEST:

attorney-in-fact, duly authorized to do so, the day and year first above written.

Happy Playgrounds, LLC

David P. Latham
Corporate Secretary

BY Kelli Collins
Principal

ATTEST:

Cade Allie
Cade Allie, Witness

Travelers Casualty and Surety Company of America

Surety Name

BY S-McC-ly, Jr.
Sean J McCauley Jr., Attorney-in-Fact

STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS:

Before me, the undersigned, a Notary Public in and for said County and State, on this 29 day of November, 2024 personally appeared Kelli Collins to me know to be the identical person who executes the foregoing, and acknowledge to me that she executed the same as Kelli Collins free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal the day and year last above written.

Brian J. Collins
Notary Public

My Commission Expires: July 2026Commission Number: 18006823

Approved as to form and legality this ____ day of _____, 20__.

City Attorney

Approved by the Council of the City of Norman, this ____ day of _____, 20__.

ATTEST:

Mayor_____
City Clerk

Surety Bond No. 108144544

Bond # MB-2425-26

MAINTENANCE BOND

WHEREAS, THE UNDERSIGNED Happy Playgrounds, LLC, hereinafter referred to as the Principal, has entered into a certain contract dated _____, 20____, for the construction of:

WILLIAM MORGAN PARK PLAYGROUND

WHEREAS, under the ordinances of said City of Norman the said Principal is required to furnish to the City a maintenance bond covering said construction, said bond to include the terms and provisions hereinafter set forth, as a condition precedent to final acceptance of said construction.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That the said Principal and Travelers Casualty and Surety Company of America, as a corporation organized under the laws of the State of Connecticut, and authorized to transact business in the State of Oklahoma, as surety, are jointly and severally, firmly held and bound unto said City in the penal sum of Two Hundred Twenty-Seven Thousand and Four Dollars and No CENTS (\$ 227,004.00), in lawful money of the United States of America, same being 100% of the cost of the construction herein referred to for the payment of which, well and truly to be made, we hereby bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

The condition of this bond is such that if the said Principal shall keep and maintain, subject to normal wear and tear, the said construction, except for defects not occasioned by improper workmanship, materials, or failure to protect new work until it is accepted, for a period of one year from the date of the written final acceptance thereof by the City, and shall promptly repair, without notice from the City, any and all defects or failures occurring or arising from improper workmanship, materials, or failure to protect new work until it is accepted within a period of one year without notice from said City, and without expense to said City, thence this obligation shall be null and void and of no force and effect; otherwise to be and remain in full force and effect at all times.

Provided further, however, that upon neglect, failure or refusal of the Principal to make any needed repairs upon said construction, or to maintain any part of the same, as set out in the preceding paragraph, within ten (10) days after the mailing of notice to the Principal by letter deposited in the United States Post Office at Norman, Oklahoma, addressed to the Principal at the address set forth below, then the Principal and surety shall jointly and severally be liable to the City, for the cost and expense for making such repairs, or otherwise maintaining the said construction.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said Contract and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

Bond #MB-2425-26

IN WITNESS WHEREOF, the said Principal has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its duly authorized officers, and the said Surety has caused these presents to be executed in its name its corporate seal to be hereunto affixed by its attorney-in-fact, duly authorized to do so, the day and year first above written.

Executed and delivered this 21st day of November, 2024.

ATTEST: David B. Allen Happy Playgrounds, LLC
Corporate Secretary Company Name

Mailing Address of Principal: BY Kelli Collins
Principal

8601 South Oxford Avenue
Tulsa, OK 74137
Travelers Casualty and Surety Company of America
BY: S. J. McCauley Jr. Surety Name
Sean J McCauley Jr., Attorney-in-Fact

STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS:

Before me, the undersigned, a Notary Public in and for said County and State, this 29 day of November, 2024, personally appeared Kelli Collins to me known to be the identical person who executed the foregoing, and acknowledge to me that she executed the same as Kelli Collins free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal the day and year last above written.
Brian J. Collins
Notary Public



My Commission Expires: July 2026
Commission Number: 19006823

Approved as to form and legality this ___ day of _____, 20__ .

City Attorney

Approved by the Council of the City of Norman, this ___ day of _____, 20__ .

ATTEST: _____
City Clerk Mayor

TRAVELERS

Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **SEAN J MCCAULEY JR** of **DALLAS, Texas**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 21st day of April, 2021.



State of Connecticut

City of Hartford ss.

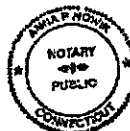
By: _____

Robert L. Raney, Senior Vice President

On this the 21st day of April, 2021, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2026



Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 21st day of November, 2024.



Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.

Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

State of



Oklahoma

Carroll Fisher
Insurance Commissioner
Oklahoma City, Oklahoma

Whereas, the

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

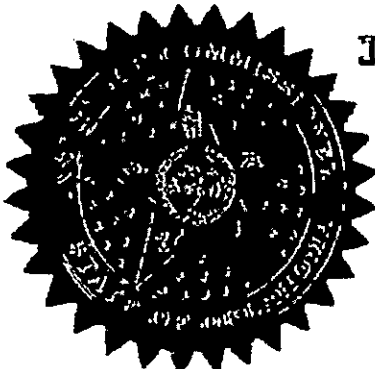
a corporation organized under the laws of CONNECTICUT

and located at ONE TOWER SQUARE - 2S2 / CORP TAX
HARTFORD, CT 06183

*having complied with the Insurance laws of Oklahoma, is hereby licensed and
authorized to transact the business of*

ACCIDENT & HEALTH, PROPERTY, CASUALTY, MARINE, VEHICLE,
SURETY, WORKERS COMP

*This Certificate of Authority shall be perpetual and automatically renewed as of
March 1st of every year, unless the insurer fails to qualify for renewal pursuant
to the requirements of Title 36 of the Oklahoma Insurance Code.*



Oklahoma License # 0055

**In Witness Whereof, I have hereunto set my hand
and caused the seal of my office to be affixed at the
City of Oklahoma City, State of Oklahoma, this**

1st day of MARCH A.D. 2003

Carroll Fisher

Carroll Fisher
Insurance Commissioner State of Oklahoma

CITY OF NORMAN
Norman, Oklahoma
10 December 2024TABULATION OF BID QUOTES
WILLIAM MORGAN PARK PLAYGROUND PROJECT

The following is a tabulation of quotes received by the City of Norman for the William Morgan Park Playground Project. Funding for this project is available in the Capital Projects Account Number 051798830, Project Number NFP 101.

<u>Contractor</u>	<u>Bid Amount</u>
HAPPY PLAYGRUONDS, LLC (TULSA, OK)—OPTION 1	\$229,973.00
HAPPY PLAYGRUONDS, LLC (TULSA, OK)—OPTION 2	\$227,004.00
ACS PLAYGROUND ADVENTURES INC. (OKC, OK)	\$230,000.00
THE PLAYWELL GROUP, INC. (BOERNE, TX)—OPTION 1	\$229,508.81
PLAY BY DESIGN (TULSA, OK)	\$230,000.00
AB CREATIVE (DE SOTO, KS)—OPTION 1	\$351,866.84
AB CREATIVE (DE SOTO, KS)—OPTION 2	\$229,874.46
AB CREATIVE (DE SOTO, KS)—OPTION 3	\$228,801.60

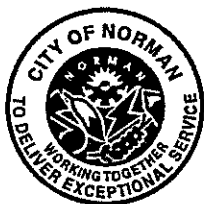
RECOMMENDATION: That the project be awarded to Happy Playgrounds LLC, in the amount of \$227,004.00, as the best bidder to meet specifications.

City of Norman

Jason Olsen
Director of Parks and Recreation

File Attachments for Item:

20. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2425-82: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE SOONER THEATRE, INC., IN THE AMOUNT OF \$88,381.00, TO ASSIST WITH THE OPERATION OF THE SOONER THEATRE AND THE PROVISION OF HOSPITALITY SERVICES PROVIDED TO THE COMMUNITY AT SUCH LOCATION.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/10/2024

REQUESTER: Sooner Theatre

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2425-82: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE SOONER THEATRE, INC., IN THE AMOUNT OF \$88,381.00, TO ASSIST WITH THE OPERATION OF THE SOONER THEATRE AND THE PROVISION OF HOSPITALITY SERVICES PROVIDED TO THE COMMUNITY AT SUCH LOCATION.

BACKGROUND:

During the budgeting process for the fiscal year 2024-2025 (FYE 2025), the Council specifically reviewed, discussed, and approved several requests from non-profit agencies for General Fund budget allocations. Due to those discussions, funding agreements were prepared and submitted to the various agencies for execution. One of those agencies is the Sooner Theatre.

DISCUSSION:

The FYE 2025 agreement before the Council is the same basic form of service agreement for all of the agencies operating City-owned facilities. The signed agreement provides that the Sooner Theatre (the "Organization") will use City funds of \$88,381.00 to assist with the operation of the theatre and the provision of hospitality services offered to the community at such location.

The agreement includes a reporting procedure by the Organization to the Council of expenditures of the funds not exceeding \$88,381.00. The agreement also provides for cancellation by either party with thirty (30) days written notice. It provides explicitly for the cancellation and return of any unexpended funds should the Organization fail to use the funds for the purpose for which they are intended or should the Organization be dissolved or cease to exist at any time during the contract period.

The agreement also includes an automatic renewal provision [section C(4)], which provides that the agreement automatically renews annually provided that the Organization requests the same amount of funding each year and the City Council appropriates sufficient funding in the budget.

RECOMMENDATION:

Staff recommends that the funding agreement submitted herewith be approved. Funds in the amount of \$88,381.00 are available and should be disbursed from Sooner Theatre Miscellaneous Services-Contributions (10770183-44741).

FUND DISBURSEMENT AGREEMENT

This agreement is made and entered into on the _____ day of December, 2024, by and between the City of Norman, Oklahoma, a municipal corporation, ("City") and Sooner Theater, Inc., ("Organization"), witnesseth:

A. 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 \$88,381.00 for the purpose of providing a grant to assist with the operation of the Sooner Theatre.
2. Disbursement of funds shall be made annually to the Organization at the beginning of the City's fiscal year subject to, and contingent upon, the City Council appropriating funds annually to fund this Agreement.

B. That in consideration for the performance of the covenants and agreements of the City as stated herein, the Organization covenants and agrees:

1. To expend funds granted by the City for the purpose as listed above.
2. To allow a representative of the City to hold an ex-officio position on the Organization's Board of Directors.
3. To provide, (1) at least one (1) oral presentation per year on the activities of the Organization to the Norman Board of Parks Commissioners, and (2) a written annual report on the activities of the Organization to the City, said report to be sent to the attention of the Director of Parks and Recreation. The annual report shall include a summary of all activity along with the revenue and expenditure summaries for all activity for the preceding year. All detailed records associated with Sooner Theatre, Inc. shall be made available for review within ten (10) days by the Sooner Theatre, Inc. upon request by the City of Norman.

C. 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 unexpected 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 shall automatically renew annually upon City Council approval of the annual budget subject to and contingent upon the appropriation of funds to fund the amount in this Agreement. In any event the Organization requests a different amount of funding or proposes a different purpose for expenditure of the funds, a new agreement would be required.
 5. 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.
- D. 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 that the Organization agrees to indemnify and save 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.
- E. There are no other terms, either express or implied, than those expressly stated herein.
- F. Upon approval and execution, this Contract K-2425-82 shall entirely supplant and replace any previously executed Fund Disbursement Agreement(s) between the Parties, which shall then be considered null and void by the Parties.
- G. In witness hereof, the parties hereto have executed this agreement on the day first above written.

[The remainder of this page left intentionally blank.]

SOONER THEATER, INC.

President

ATTEST:

Secretary

THE CITY OF NORMAN

Approved as to form and legality by the office of the City Attorney this _____ day of December, 2024.

Office of the City Attorney

Approved by the Norman City Council this _____ day of December, 2024.

Mayor

ATTEST:

City Clerk

THE SOONER THEATRE OF NORMAN, INC.

ANNUAL REPORT FY 2022-23





LOOKING BACK, PLANNING AHEAD

This report highlights our most recent completed Fiscal Year, beginning July 1, 2022 and ending June 30, 2023, based on the date it is due to the City of Norman (February 2024).

THE NUMBERS TELL THE STORY

Each year for the past 14 years, the City of Norman has invested \$65,274 in funding for salaries at The Sooner Theatre. This amount represented 6.5% of our total budget in FY '23, which was \$1,003,860 and 23% of our contributed income, which for FY 2023 was \$281,310.

We are incredibly grateful to the City of Norman for the municipal funding, and we want you to know how proud we are to be stewards of The Sooner Theatre building.

More than 15,000 audience members attended Sooner Theatre events in person during FY '23. They spent, on average, \$44.21 per person in our community, with an economic impact of \$670,000. That number does not include audiences who viewed Sooner Theatre messaging online or through our social media channels, which was estimated at 224,900. In addition, parents of the hundreds of students enrolled at The Studio of The Sooner Theatre contribute to the economic impact created by The Sooner Theatre by purchasing dance clothes, dance shoes, makeup, hair and wig products and anything else needed. They also frequent restaurants and coffee shops in downtown Norman each week while they wait for students. And, the theatre purchases lumber, fabric and supplies locally to build every set and costume for every show. **Last year, we saw 1137 enrolled in camps and classes** at The Studio of The Sooner Theatre (up 18% from the previous year, **and gave \$38,160 back in scholarships for tuition to 230 students** who could otherwise not afford to participate.

According to the Norman Economic Development Coalition, the input from our salary base and contracted instructors, shows **an economic impact of nearly \$3,000,000.00** in the community annually. We are so proud of the impact we make on the Norman community and on communities surrounding Norman. And, we are extremely grateful for community leaders who understand the impact the arts have on our community!

THE SOONER THEATRE OF NORMAN

The Sooner Theatre is listed on the National Registry of Historic Places and is truly a Norman landmark. The theater building is owned by the City of Norman. The Board and Staff of The Sooner Theatre of Norman Inc., are proud "stewards" of the management and activities of the facility, and have made significant investments of time, effort and resources to assure the survival of The Sooner - Norman's Premier Performing Arts Venue and Academy.

OUR MISSION

The mission of The Sooner Theatre is to change lives, offer diverse perspectives and create a cultural connection to the community through the performing arts and arts education.

OUR VISION STATEMENT

Our vision is to create a space for instilling creativity and passion for the arts, while providing a place for students to find their voices. We promote inclusion and healing through the arts and elevate the quality of life by providing diverse performing arts opportunities for all ages in our community.

OUR FUNCTION STATEMENTS

PRESENT quality theatrical productions

PROVIDE quality performing arts instruction for students ages 3-18

PROVIDE a quality venue for the presentation of cultural, artistic, educational and community development activities that improve the quality of life for our citizens and to **SERVE** as an historic anchor for the development of partnerships with other arts and business entities to create a revitalized, downtown arts district for Norman.

DIVERSITY MATTERS

The Sooner Theatre strives to provide programming that is diverse in all aspects. We actively seek ethnic, gender and ability diversity in casting our productions and selecting concert artists. We are diversity conscious in all casting, insuring we are making as diverse decisions as possible while keeping with the intent of the writer and the story we are telling. We welcome ideas in increasing the number of diverse artists, students and audience members in all we pursue. We have spoken to the City of Norman about getting hearing assisted devices. We can print or email large-print programs on request for those with vision impairment, and we also work with groups whose clients may be from under-served populations, including the United Way, Transition House, Norman Public Schools and others. We send information on programming and scholarships to all public elementary schools for distribution to all families in the Norman Public Schools. Theatre doesn't work if we cannot tell stories with ALL types of people and characters to and for ALL people.





THE SOONER THEATRE BOARD OF DIRECTORS

President, Lindsay Hawkins, OU K-20 Center

Vice President, LeAnne Pence, CPA

Treasurer, Stephanie Keller, Eide Bailly

Secretary, Kristi Pate, Retired educator

Past President, Vicki Worster, Total Compliance

Dorion Billups, University of Oklahoma

Kerri Brackin, Oil & Gas

Debbie Kelleher, Retired Educator

Karen McIntosh-Telford, Dillard Cies

Beth Pepper, Eide Bailly Accounting

Juan Renteria, Jr., NPS Educator

Olivia Spruill, NPS Educator

Advisory Members

Jason Olsen, City of Norman

Mark Ledbetter, Armstrong Bank

Tom Cooper, Vision Bank

Chuck Thompson, Armstrong Bank



SOONER THEATRE STAFF

Jennifer Heavner Baker, Executive Director

Nicki Kraisky, Business Manager (part-time)

Nancy Coggins, PR & Development Director

Darrell Ferguson, Construction Manager

Tish Willis, Studio Manager

Brandon Adams, House Operations Manager

Production Manager position - open

STAFFING

Our mission, function and program direction have, each year, been approved by the City administration, and Municipal money has been provided for The Sooner to have a firm "base" for staffing the facility, and on which to build its activities. According to Theatre Facts, A Report on Practices and Performances in the American Nonprofit Theatre, a typical theatre our size, with a similar County population, and the same amount of programming will have 10 full time employees. Our current staff manages both The Sooner Theatre and The Studio of The Sooner Theatre with 4 full-time and 2 part-time employees. We also

utilize the Federal Work Study program at OU, when the opportunity arises. The Sooner Theatre utilizes contract labor for teachers, directors, choreographers, music directors, musicians and accompanists.

In January 2023, the Sooner Theatre moved **all HR functions to NexTep** in order to be better able to access reporting and to maintain and recruit employees. The Sooner's current \$1,003,860 budget **does not currently include anyone designated to supervise benefits and human resources**, and the theatre does not feel spending money on a full-time staff member to do that is the best utilization of our limited resources. Instead, we will pay an annual fee to have NexTep manage that function for us. NexTep provides health insurance that we cover for our employees, as well as voluntary participation in a 401(k), life insurance, dental and vision insurance, and so much more we could not provide access to without their help.

USE OF PAST CITY OF NORMAN FUNDING

Salaries 2003/2004 \$86,847.27	Salaries 2013-2014 \$197,617.35
Salaries 2004/2005 \$94,534.36	Salaries 2014-2015 \$197,425.55
Salaries 2005/2006 \$108,541.76	Salaries 2015-2016 \$195,934.77
Salaries 2006/2007 \$141,000.00	Salaries 2016-2017 \$205,467.27
Salaries 2007-2008 \$146,473.00	Salaries 2017-2018 \$235,314.47
Salaries 2008-2009 \$187,202.00	Salaries 2018-2019 \$243,693.22
Salaries 2009-2010 \$184,516.00	Salaries 2019-2020 \$254,486.07
Salaries 2010-2011 \$190,950.00	Salaries 2020-2021 \$243,408
Salaries 2011-2012 \$194,600.00	Salaries 2021-2022 \$253,017
Salaries 2012-2013 \$168,832.83	Salaries 2022-2023 \$275,071

The Municipal money we received in the amount of **\$65,274** was approximately **23.7%** of our payroll expenses (FY 2023). We have not asked for or received an increase since 2009, because we try to be mindful of the city's budget restrictions, and we are grateful for the continued care of the building. But with a collective increase of 35.4% in our budget costs since the last increase, **we would like to request an increase of \$23,107 for FY 2024-25 to a total of \$88,381.**

Because we receive this money from the City of Norman, we are able to allocate other funding in our budget to programming that supports underserved populations in our community, including scholarships provided to students who otherwise would be unable to participate in performing arts programs due to cost, training instructors to provide specialized instruction for special needs students, and to participate in partnerships with community groups including CCFI and Assistance League to identify and give access to underserved populations.

The Sooner Theatre's **earned revenue includes tickets to productions and concerts, tuition for classes** at our Studio, as well as rentals and concession sales. **Percentage of total budget (\$1,003,860) from ticketing was 25.7%, tuition revenue was 41.4%, rentals and concession**

is 5.3%, and **contributed revenue donations/fundraisers was 28%** of our total budget.

THEATRE ACTIVITY

Our programs serve **quality of life** needs in the areas of culture, education, theatre and music for an increasing number of citizens. Our product tells what we stand for, what we want to offer the community and how well we know our business. At The Sooner Theatre, we host professional artists to first-timers and foster performers from 3 years old on up. Our presentations reflect our mission, our image and ultimately, they determine our survival. We embrace the fact that we are not just "Community Theatre" but "Theatre for the Community". **More than 15,000** people walked through our doors last year and we were able to track ticket sales to **83 Oklahoma zip codes and 22 out-of-state!** We hope you agree that The Sooner Theatre grants a major return for the City's investment.

In 2002, our Board of Directors approved a programming portfolio consisting of **seven initiatives**.

1. THE MAIN EVENT SERIES is The Sooner Theatre's concert series.

2022-2023 Season: Cutter Elliott Homecoming

Tickets to Main Event concert series shows are based on artist fees and other expenses. Tickets for the FY '20 concert ranged from \$20-\$25.



2. SOONER STAGE PRESENTS is The Sooner Theatre's self-produced theatrical series.

2022-2023 Season: Little Shop of Horrors, The Wizard of Oz, The 25th Annual Putnam County Spelling Bee

Tickets to Sooner Stage Presents Theatrical productions range from \$12.50-\$35 dependent on discounts.



3. THE STUDIO OF THE SOONER THEATRE is The Sooner Theatre's performing arts academy. The Sooner Theatre's Theatre Arts Education program impacts hundreds of children ages 3-18 each year by providing outstanding performing arts education in a warm and welcoming environment. Year-round classes follow the Norman Public Schools schedule. Fall classes begin in September and offer cumulative learning concluding in April. Summer camps are held in June and July.



The Sooner Theatre's education program began in 2003 with one summer camp production that served 31 children. **Our total enrollment in 2022-2023 was 1137 (up 17% from 2022) from across the metro area.** The program has evolved into a year-round performing arts school with training in the areas of musical theatre, acting, improv, voice, and dance, as well as troupes that perform at various events throughout the community. We also make it a point to bring in experts in our industry to present Master Classes to our students, and have hosted Broadway performers, National Tour performers, TV personalities, Broadway casting directors, and many others.

Studio students have been seen in many regional productions, including the OKC Philharmonic's *The Christmas Show*, OU productions, singing for the Thunder and Texas Motor Speedway, in many commercials and films and on hit Nickelodeon and Netflix series! Sooner Theatre students were also chosen as the munchkins in the National Tour of *The Wizard of Oz*, Winthrop in *The Music Man* in Concert with Shirley Jones, and Studio students were featured as walk-on roles in the Broadway tours of both *Camelot* and *Waitress*.



In January of FY'22, **Studio of The Sooner Theatre students attended the Junior Theatre Festival** in Atlanta for the sixth year, where our students were adjudicated and attended workshops with 6500 theatre students from across the country. **They were awarded Outstanding Ensemble in their pod and enjoyed all things musical theatre with 6500 attendees from the United States, United Kingdom, China, New Zealand and Australia!** One of their adjudicators stated, "There

must be some 'secret sauce' at that theater in Norman, Oklahoma, we hope you share it with everyone!" They were impressed with all aspects of our students' performance, from skill level, to acting abilities to choreography and so much more!





BEYOND THE STAGE

There is no question that the productions of The Sooner Theatre are magical. The lights, the sound, the costumes, the sets and the talent we are lucky enough to work with - both community theatre and our youth educational productions. But, you might not be aware of all the things that happen ***Beyond The Stage***.

Scholarships

Last fiscal year, The Studio of The Sooner Theatre gave \$38,600 in **scholarships** to 230 students who could otherwise not afford to participate in performing arts classes and camps. This includes awardees of the Laurie McReynolds Memorial Scholarship, which we award by working with local non-profits, counselors and principals at Norman Public Schools elementary schools. This scholarship is awarded to a student from a diverse or underserved background chosen because of either their need for assistance, potential talent or passion for the arts, or because the student could use some help finding his or her voice.



Special Needs Classes



We are excited to offer classes for special needs students. Our **Be My Buddy** class pairs elementary-age students with a student from The Studio's ambassador performance troupes to learn songs and dances. This class has not been able to meet since the pandemic, but we hope to bring it back! We also have a class whose name says it all - **Fabulous Friday!** This group of teens and adults with Down syndrome will change your outlook on life. They are the most joyful, excited group of people you will ever meet. And, they can DANCE! Due to the high-risk population we serve through our

special needs programs, only our Fabulous Friday class was offered this year. **We serve many other differently-abled students in our regular classes including those on the spectrum, hearing disabled, vision disabled and mobility limited students.**

Tuition for Studio camps and classes ranges from \$125 for a one-week summer camp to \$550 for a school year production class. **We normally give back approx. 20% of our annual tuition** revenue in scholarships. For fiscal year 2023, total tuition revenue was \$415,387, and **scholarships given totaled \$38,600, which funded 230 instances of tuition and/or fees** over the last year.



4. SPECIAL EVENTS

We were able to hold both our major fundraising events in 2022-23, and were so excited to have audiences and performers back to help support the theatre! Murder Mystery is our annual fundraising dinner and show written, directed by and starring volunteers in our community. Voice of The Heartland is a bi-annual vocal competition featuring talented singers from around the region. Both events were enjoyed by more than 800 people!

5. RENTAL ACTIVITIES

Community organizations and individuals have the opportunity to rent the theatre for their activities, meetings or performances. Our rental revenue for 2022-23 was \$29,450.



Rental rates are approximately \$800-\$1000 per day for use of the theatre. We also rent the Studio event space for \$300-\$1200 per day.

Example of community rentals

- Various Community Churches
- Hispanic Flamenco Ballet
- Rocky Horror Picture Show
- Julia's Academy of International Dance
- Norman Chamber of Commerce
- Various Weddings & Engagements
- Pageants
- Norman Music Festival
- Various Dance Recitals
- Transition House's June Bug Jam
- Norman Police Academy
- OU School of Musical Theatre

6. SOONER CINEMA is The Sooner Theatre's film and video offerings.

We do not offer a film series at this time, we but normally host several events each year that do show films, including Norman Music Festival, Norman Film Festival, Moore-Norman Technology Center's Red Carpet Film Festival and Earth Rebirth Film Festival (as our production schedule allows).

7. OUTREACH AND DEVELOPMENT is our program designed to "give back". In addition to our programming, The Sooner is deeply rooted in the community.

Our Outreach and Development includes:

Partnering with United Way's Celebrity Sing, Citizen's Advisory Council, Norman Convention and Visitors Bureau, The Norman Public School's Gifted Council and the Norman Arts Council. We are represented at the Norman Downtowner's Association, Norman Arts Council's Roundtable, Norman Rotary, the United Way Cabinet, Assistance League, Norman Public Schools PTA, Norman Chamber of Commerce and several other organizations.

Our Studio Ambassador Performance Troupes, made up of 3rd-12th grade students, also perform regularly in the community. These troupes and soloists have performed for thousands of audience members at various events including: The Norman Music Festival, The Rodeo Opry, The OKC Thunder, OKC Arts Council's Opening Night, OKC Festival of the Arts, The State Fair of Oklahoma, Holiday Open Houses for the Norman Assistance League, Public School assemblies, Devon Arts Day, the 2009 Mayor's Convention, NAC Arts Explosion, The OKC Philharmonic, Allied Arts, The 100th Anniversary of the Depot, Norman Music Festival, Kids for Kids Sake, Earth Day, Texas Motor Speedway, the Andy Roddick Tennis Exposition, Norman's Centennial Follies, Lyric Theatre, Jewel Box Theatre, University of Central Oklahoma, OMEA All State Chorus, Oklahoma City's Centennial Parade, Norman Christmas Parade, Norman Public Schools, Oklahoma Summer Arts Institute, Norman Chamber of Commerce, May Fair, June Bug Jam, The Chocolate Festival, OEC's Annual Meeting and many more!

We also participate as in-kind donors for community events to include:

- Assistance League
- Community After School Program
- Norman Arts Council
- Toby Keith Foundation
- Le Tour de Vin
- United Way of Norman
- Meals on Wheels
- Among Friends ...an Activity Center for Adults with Special Needs
- Travelers Aid & Homeless Assistance Center
- Norman Regional Hospital
- Blanchard, Purcell, Lexington, Washington and other Public School Systems
- Oklahoma Statewide Independent Living Council
- Cleveland County Family YMCA
- Travelers Aid and Homeless Assistance Center
- Norman Public Schools
- Norman Chamber of Commerce
- Meals on Wheels
- United Ministries
- University of Oklahoma
- Oklahoma Youth Orchestra
- Big Brothers Big Sisters
- Cleveland County CASA

As you can see from this list, the programming portfolio is ambitious. It is designed to provide more activities, for more groups and therefore, more audiences. This is a way to maximize the theatre's appeal by a broader portion of our community, and to hopefully ensure long term fiscal return.

AWARDS AND HONORS

- The Sooner Theatre is **one of three** Norman arts organizations who are current Allied Arts member agencies.
- The Sooner Theatre was the **first (and only, so far) arts organization** to have been awarded the Norman Rotary Clubs' Le Tour De Vin grant and the Impact Oklahoma grant funding capital projects.
- In August 2020, The Sooner Theatre was named as the Oklahoma Center for Non-profits' **ONE Award winner for Arts and Humanities.**

OTHER SOURCES OF INCOME

In addition to the Municipal money, our other sources of income are from our annual Murder Mystery and Voice Of The Heartland Fundraisers, Corporate Sponsorships, Business and personal donations, program advertising, grants from foundations and other granting organizations, ticket revenues from concerts and performances, tuition revenue from our camps and classes and rental fees, both at the theatre and Studio.

Total earned revenue for FY 2023 was \$813,610, which accounted for 81% of our budget. Contributed income made up the remaining 19% of the budget.

"What we put on the stage is not only what the public sees – it is what we are."

-Thomas Wolf





Thank you for all you do to support the programs, productions, concerts and events of The Sooner Theatre!

We are very fortunate to live in a community who understands the value and the impact of the arts on its citizens.



We could not do what we do without you!



Item 3.
Item 20.



★ SOONER™



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 01/02/2025

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Sara Sancak, Norman Regional Health System

ITEM TITLE: PRESENTATION REGARDING TSET GRANT OPPORTUNITIES -
HEALTHY INCENTIVE GRANT FOR COMMUNITIES & BUILT
ENVIRONMENT GRANT

DISCUSSION:

The ***TSET Healthy Incentive Grant for Communities*** is designed to help municipalities adopt and implement best and promising practices for tobacco-free environments, access to healthy foods, and physical activity opportunities to improve resident's health and quality of life. The next FY25 application period is October 25 – November 22, 2024.

The ***TSET Built Environment Grant*** funds various projects, including developing comprehensive plans for community parks and trail systems, improvements to community fitness centers and downtowns, and ADA-compliant sidewalks and playgrounds. These infrastructure projects should promote physical activity and nutrition. Applications are due by February 12, 2025.

These two grant opportunities will support the City of Norman's endeavors to get a miracle ADA-accessible baseball field and all-inclusive Kids Space playground at Reaves Park.

Funding award classification is determined based upon the following: 1. City's adopting a 100% comprehensive tobacco-free city property ordinance; 2. City's promotion of the Oklahoma Tobacco Helpline and Shape Your Future campaigns throughout the community; 3. City's development, strength & implementation of a Worksite Wellness policy; 4. City's actions focused on decreasing youth access to tobacco; 5. City's actions focused on increasing access to healthy food; 6. City's actions focused on increasing active living opportunities; and 7. Population size of the city/town.

Cities awarded grant funding will apply the funds to advancing any health criteria they believe best address the needs and opportunities in their communities. Cities are encouraged to utilize the funding for projects that enhance wellness activities in their geographic areas of poorest health. Examples for the use of funds: • Walking trails • Lighting for parks and trails • Farmers market venues • Community gardens • Basketball and tennis courts • Bicycle lanes/bike racks • Outdoor physical activity equipment • Splash pads/improvements to community pools • Engineer or architects' services to develop walkability plans.

To qualify for the ***TSET Healthy Incentive Grant for Communities*** & the ***TSET Built Environment Grant*** – Norman must update Ordinances that currently allow the use of tobacco at the Westwood Golf Course and City Park playground parking lots, update Zoning Ordinances that will ban the sale of tobacco products within 300 feet of a school or playgrounds and update the City Employee wellness plan.

RECOMMENDATION:

It is recommended that the Norman Board of Park Commissioners support updating City Ordinances to ban the use of Tobacco Products at Westwood Golf Course and Park Parking Lots and recommend that the City Council update City Ordinances to ban Tobacco products on all City Property, including Park Parking Lots and Westwood Golf Course and update Zoning Ordinances related to the sale of Tobacco Products within 300 feet of Schools and Playgrounds.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 1/2/2025

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: ANNUAL REPORT FROM THE PARKS & RECREATION DEPARTMENT:
PARKS, PARK DEVELOPMENT, PARK MAINTENANCE, RECREATION
AND FACILITY MAINTENANCE DIVISIONS

DISCUSSION:

The Parks and Recreation Department is responsible for the management of the park systems, recreational facilities & programs as well as the Westwood Complex and maintenance of City owned buildings. The department is organized into six functional divisions: Administration, Parks, Recreation, Parks Planning & Forestry, Facility Maintenance and Westwood.

Each Division Manager will present an annual report for their division.



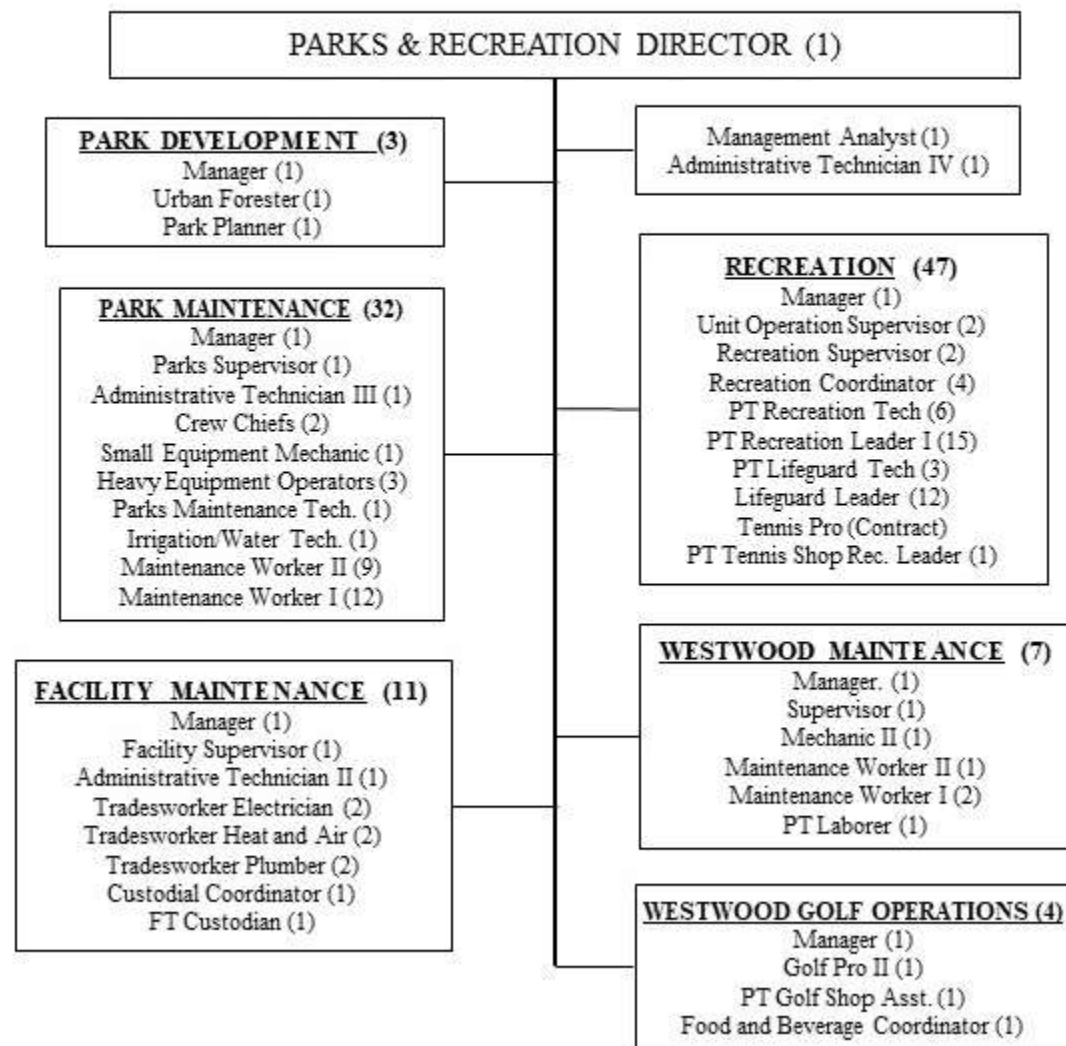
PARKS & RECREATION – 101

All Divisions, Programs and Park Board Update

PARKS & RECREATION DEPARTMENT

107 EMPLOYEES

Item 5.



Administration Division

- Responsible for Department Budget, Capital Projects, Planning and overall guidance to each division
- Park Board, Tree Board
- Firehouse Art Center, Cleveland County Historical Museum, Sooner Theatre, Depot
- 3 full-time employees
- \$831,450 M&O, funded by General Fund



Capital Projects

- Funded by CIP, Room Tax Fund, Park Development Fund, Norman Forward
- Capital Budget Highlights:

Norman Forward Projects Completed:

Young Family Athletic Center

Adult Wellness and Education Center

Westwood Family Aquatic Center

Westwood Indoor Tennis Center

Griffin Park

Ruby Grant Park

Andrews Skate Park

Reaves Park

New Neighborhood Park: *Bentley Park*

Neighborhood Park Renovations: *Songbird, Rotary, Sonoma, Prairie Creek, Vineyard, Cherry Creek, Sunrise, Earl Sneed, Falls-Lakeview*



Capital Projects (continued)

Item 5.

Norman Forward Projects Underway:

Saxon Park Development

New Neighborhood Park: “Links” Park (New name coming soon)

Neighborhood Park Renovations: William Morgan, Northeast Lions

Other Capital Projects Underway:

Stormwater Park Development (corner of Alameda & Carter)

New Restroom & Maintenance buildings at Reaves Park

Westwood Tennis Center Court Improvements

12th Avenue Recreation Center Interior Improvements

Tree Planting Projects in multiple parks and public landscapes

Additional lighted outdoor Pickleball Courts & Sand Volleyball at YFAC



Board of Park Commissioners

- Consider parkland dedication ordinance requirements for residentially zoned plats
- Propose rules and regulations for the maintenance and operation of parks and recreational facilities
- Consider policy matters relative to the use of those facilities
- Make recommendations to improve the park and recreational facilities



Board of Park Commissioners

Item 5.

Contract Organization Annual Reports

Firehouse Art Center

Sooner Theatre/Performing Arts Studio

Historical Museum

Norman Youth Soccer Association (Griffin Park)

Optimist Club(Reaves Park)

Little Axe Youth Sports Association

Healthy Living (Senior Wellness Center)



Park Maintenance

- Regular maintenance duties at 68 park sites plus an additional 37 Municipal locations (1,154 acres)
Mowing, Trimming, Pruning, Planting, Irrigation Repairs, Playground Installation and Repair, Sports Field Preparation, Weed Control, Restroom Maintenance, Painting and other similar activities
- Assist and provide support for special events such as:
Norman FourthFest, Winterfest on Main St., International Festival and others
- 32 Full-time employees and 8 seasonal employees
- \$4.5 Million Maintenance and Operation budget funded by the City's General Fund.













Facility Maintenance

- Provide maintenance to all City buildings & facilities
Tradeworkers which include Electricians, Plumbers and Heat and Air professionals
- 11 Full-time employees
- \$4.7 Million Maintenance and Operation budget funded by the City's General Fund.
- Capitol Improvement projects include upgrading HVAC, remodel of existing buildings and making buildings more energy efficient.







Recreation

- 6 recreation facilities – 12th Ave, Irving, Whittier, Little Axe, Adult Wellness and Education, Young Family Athletic Center
- Variety of seasonal recreational programs offered
- Coordination of special events – Norman FourthFest, Holiday Celebrations, Spring Egg Hunt, Daddy Daughter Dance, Mother Son Dance
- Youth basketball, summer camps, after school programs, Tennis programs
- Market department functions
- 13 full-time employees, 37 PPT employees, seasonal staff
- \$1.9 Million M&O funded by General Fund

















Westwood

- 18-Hole Professional Golf Course, Tennis Complex and Swimming Complex
- Westwood Family Aquatic Center - lap swimming, water slides, lazy river, wet deck, junior pool, seating, shade, concession area
- Tennis Center includes Pro Shop, 2 full size indoor courts, 14 outdoor full size courts and 4 youth courts – Lessons, Leagues, Tournaments
- Golf includes - Open Play, Men's, Women's, Junior and Senior Activities, Tournaments, Lessons, Pro Shop and Restaurant
- Golf Course has approximately 35,000 rounds of golf per year
- 10 Full-time employees and 100 seasonal employees
- \$2.4 Million Special Revenue operation









YFAC

- Eight Basketball Courts, 12 Volleyball Courts, 18 Pickleball Courts, Competition Swimming Pool & Recreation Swimming Pool
- Concessionaire Partnership with Beanstalk Coffee and Sno
- Physically Therapy Clinic operated by Norman Regional Health Services
- Host Local Sports Leagues, Clubs, Academy's and Swimming Meets
- Partners with Sooner Swim Club, Norman Publics schools, and Rise Volleyball
- Regional and National Sporting Events
- \$1.2 Million Special Revenue operation









Park Development

- Coordination of construction projects in the park system along with the supervision of Urban Forestry program.
- Oversees both the Parkland Dedication Ordinance and Park Development Ordinance.
- 3 Full-time employees
- \$260,000 M&O funded by General Fund

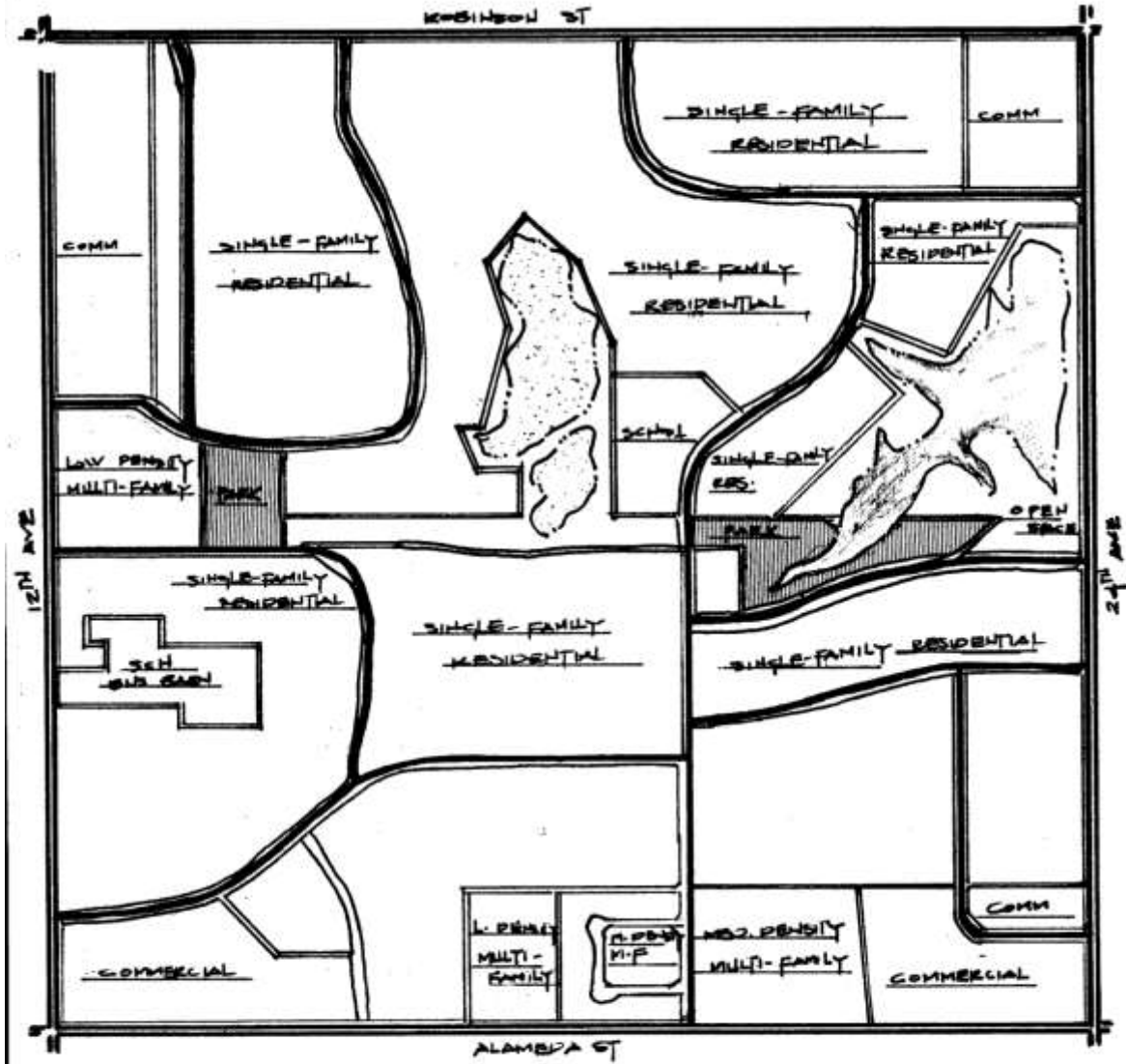


Park Land Dedication Ordinance

Item 5.

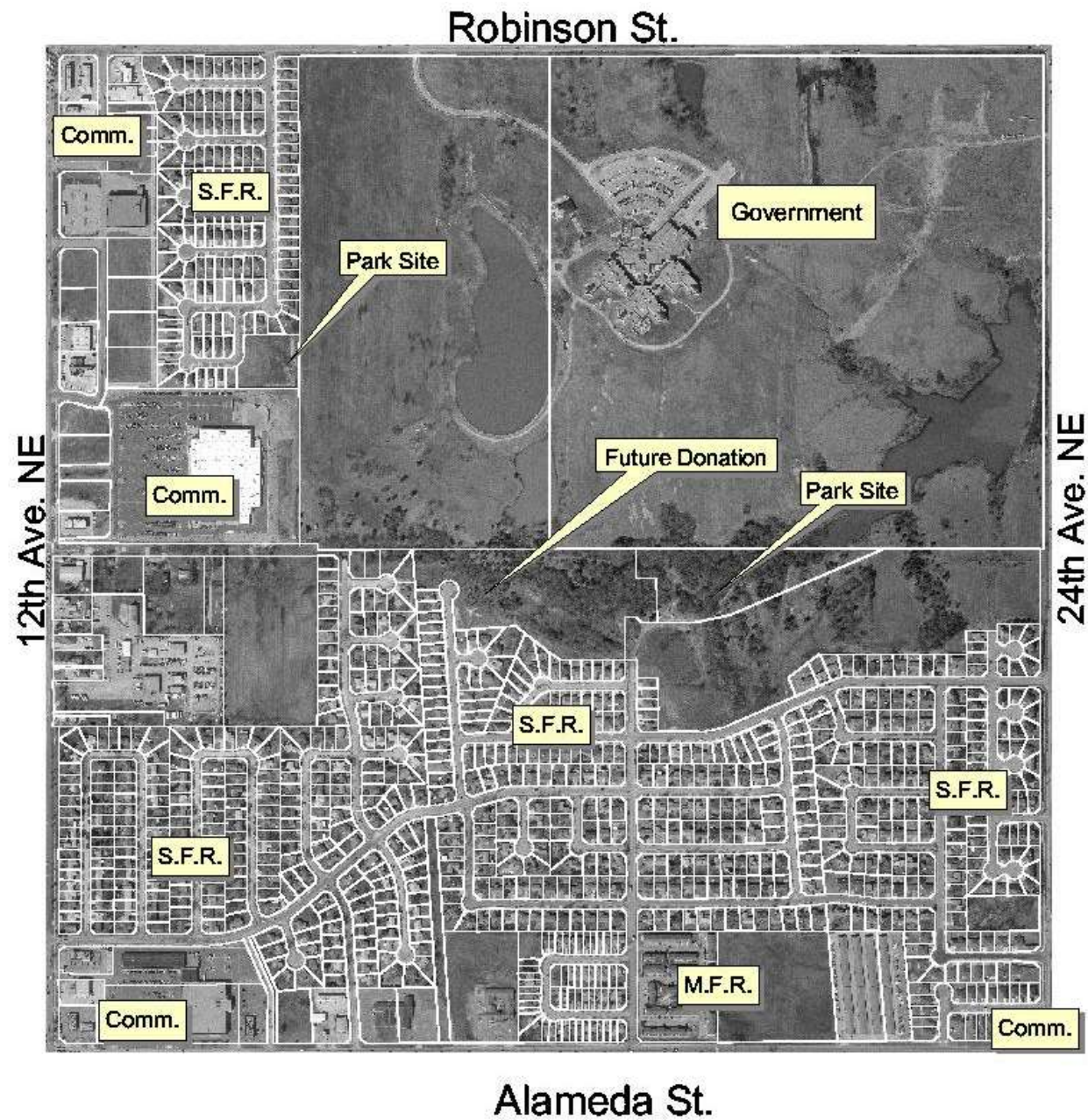
- Established in 1976 to provide land for neighborhood parks
- Residential development greater than 1 unit per acre requires donation of land or fees in lieu of land for the purpose of providing public parks
- 2.5 acres per 1,000 projected population
- Plats containing greater than 2,500 people require land decision
- Park Board reviews at preliminary plat stage to determine recommendation of land or fee requirement
- Neighborhood Master Plans considered





LAKEVIEW NEIGHBORHOOD
SEC. 28, T9N, R2W
LAND USE PLAN





Suitability of Land

- City may require
 - Unity - single parcel
 - Shape - appropriate for public park and recreation purposes
 - Access - minimum of 50 feet collector street frontage – water and sewer access adjacent to one boundary
 - Topography - suitable for parks and recreation activities, 50% of dedicated area should not exceed 5% grade
- Temporary park site may be used until street frontage is provided to permanent site



Fees in Lieu of Land

- Per acre raw land value negotiated with developer
- Payment collected from developer with filing of final plat
- Fees used for purchase of land for park in area where collected
- Where land is not available or park site is fully acquired, fees may be used for park development purposes instead
- Fees commonly used in same area from where they were generated by new housing. (No commercial fees required)



Private Parks Options

- Must be requested by developer; then recommended by staff
- Must be at least twice the amount of public land required
- Must be maintained by mandatory POA
- Developer may relieve neighborhood portion of development fee requirement by providing like amount of park improvements
- Only “typical park improvements” qualify to relieve development fees



Park Development Ordinance

- Established in 1994 to provide for development of park land
- \$150 per residential dwelling unit - \$75 for neighborhood park improvements in the area, \$75 for community park improvements
- Community parks – Griffin, Reaves, Andrews, Sutton, Saxon, Ruby Grant
- Fees assessed to builder at issuance of building permit
- Community park fees typically budgeted in 5 year CIP
- Neighborhood park fees appropriated as-needed for projects





PARKS & RECREATION – 101

All Divisions, Programs and Park Board Update



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 1/2/2025

REQUESTER: Jason Olsen

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: NORMAN FORWARD UPDATE

DISCUSSION:

Norman Forward is a resident-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: 1/2/2025

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: DIVISIONAL 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.