



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 contact the ADA Technician at 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, REJECTION, AMENDED AND/OR POSTPONEMENT OF THE MINUTES FROM APRIL 4, 2024 PARK BOARD MEETING

DISCUSSION ITEMS

2. CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF PREVIOUSLY APPROVED COUNCIL ITEMS
3. ANNUAL PRESENTATION FROM FIREHOUSE ART CENTER

ACTION ITEMS

4. CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF A DONATION TO THE FIREHOUSE ART CENTER IN THE AMOUNT OF \$120,652
5. CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF THE RED EARTH GROUP & SIERRA CLUB'S REQUEST FOR THE PRAIRIE RESTORATION & PRESERVATION PLAN FOR SAXON PARK
6. CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF THE WESTWOOD GOLF AND TENNIS MASTERPLAN PROJECT STEERING COMMITTEE
7. CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF THE 12th AVENUE PICKLE BALL RULES

REPORTS

8. NORMAN FORWARD UPDATE
9. DEPARTMENT UPDATES

MISCELLANEOUS ITEMS

PUBLIC COMMENTS

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

Norman Board of Parks Commissioners
April 4, 2024

Item 1.

The Norman Board of Parks Commissioners of the City of Norman, Cleveland County, State of Oklahoma, met on the 4th day of April 2024 at 5:30 p.m., and notice and agenda of the meeting were posted at 201 West Gray Street - 24 hours prior to the beginning of the meeting.

ROLL CALL

Present: Chair Sheriff and Commissioners Davison, Moxley, Sallee, Usry, and Wright

Absent: Commissioners Isacksen and Ross and One Vacancy

City Officials

Present: Jason Olsen, Director of Parks and Recreation
James Briggs, Park Development Manager
Rick Parish, Westwood Golf Professional
Paul Krout, Westwood Golf Maintenance Superintendent
Mitchell Richardson, Interim Recreation Manager
Wade Thompson, Parks Manager
Mitchell Richardson, Recreation Supervisor
Karla Sitton, Administrative Technician IV

ITEM 1, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF MINUTES FROM THE FEBRUARY 1, 2024, PARK BOARD MEETING

Commissioner Davison made the motion, and Commissioner Usry seconded to approve the Park Board minutes on February 1, 2024. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Davison, Moxley, Sallee, Usry, and Wright

NAY: None

ITEM 2, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF THE RECOGNITION OF NADEZDA (NADA) ALVAREZ SAVIC, A DEDICATED COMMUNITY VOLUNTEER TARGETING LITTER REDUCTION AND ENVIRONMENTAL ENHANCEMENT

Chair Sheriff said a special guest and her family were at the meeting and introduced Nadezda (Nada) Alvarez Savic to the Board. She said she was an amazing environmentalist and highlighted her achievements.

- At 6 years old, Nada started the Norman Nature Club in February 2023. Over the last year, her club has removed 17 trash bags and seven recycling bags from parks, lakes, and streams.
- She had a booth at the 2023 Norman Earth Day Festival, where she taught others about recycling and recruited additional volunteers.
- In December 2023, she raised \$150 for WildCare Oklahoma by selling lip balm that she made herself.
- In 2022, she participated in an art show and raised \$220 that she donated to The Nature Conservancy.
- She has always had an intense interest in nature and a desire to make a difference in the world.

Chair Sheriff presented Nada with a Recognition Plaque, and the Board thanked her for her service and passion for conserving the environment.

ITEM 3, 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:

- Contract K-1920-91 with Freese and Nichols in the amount of \$152,345 for the design of Jenkins Avenue Widening Project – Imhoff Rd to Lindsey St – for the 2019 Bond Project.
- Contract K-2324-125 with Happy Playgrounds LLC is in the amount of \$220,000 for the Sunrise Park Playground Project.
- Contract K-2324-126 with Happy Playgrounds LLC is in the amount of \$135,000 for the Falls Lakeview Park Playground Project.
- Ordinance O-2324-45 amending Article 20-XXX Special Events of the City Code to include a film or television production event as a type of special event, establish a film permit and associated fee, allow complete street closures for limited durations, make corrections to grammar, section references and formatting.
- Proclamation P-2324-25 proclaiming Sunday, April 21, 2024, as Arbor Day in the City of Norman.

ITEM 4 being:

ANNUAL REPORT FROM WESTWOOD GOLF

Westwood Golf Maintenance: Mr. Paul Krout, Golf Maintenance Superintendent, gave the annual Westwood Golf Maintenance presentation to the Board. He said the greens are in good shape, and the addition of a Toro Hydroject aerification subsurface injection machine will be helpful in the quest for quality greens. Mr. Krout said that the staff continues to make biweekly topdressing applications, which improves the quality of the green with firmness and the target surface organic matter of 4%.

Mr. Krout said staff continues to work on drainage projects, including cleaning out a seasonal waterway behind #11 green because of sediment buildup and also replacing a 6" pipe with 12" and 8" pipes between holes 1 and 2, which catches basins from #7 greenside pond to south of #1 fairway bunker to tie into the drainage pipe that originates from the swimming pool and parking lots. He said the third drainage issue resolved is the #14 cart path drain to remove the ponding and excess water.

Mr. Krout highlighted and showed pictures depicting the most recent bunker renovations for #4 green, #1 fairway and a practice bunker at the chipping green. He said the material excavated from these bunkers was used to build an extension to the back of the #1 tee. He said staff will continue to work on bunker renovations as time allows.

Mr. Krout said the driving range is being closely evaluated for improvements, and the goal is to work on upgrades progressively to prepare for sod in the fall.

Westwood Golf: Mr. Rick Parish, Westwood Golf Professional, gave the annual Westwood Golf report to the Board. He said the pro shop and grill changed software (Club Prophet) in February 2024, which worked great. He highlighted current programs at Westwood Golf, beginning with the Men's Golf Association, and said the WMGA Saturday League started March 9 and ended with the Club Championship in August. The Thursday League began March 21 and finishes the last Thursday before Daylight Savings. Mr. Parish said the Westwood ladies will begin playing on Thursday mornings in May, and Senior Play Days will start in April and end in October. He said the total rounds in FY23 were 37,257, and the Pro Shop sales for calendar year 2023 were \$175,281.68 with a profit of \$62,456.90.

The 49th Invitational is scheduled for July 5, 6, and 7, and the tournament had 138 players in 2023. Mr. Parish highlighted 2024 programs, including First Tee (for kids) and the US Kids tournament. He said the South Central Section, PGA, Jr. Tour is scheduled for June 4, 2024; the Westwood Free Jr. Clinic is scheduled for June 11 and 12, 2024; the Westwood Jr. Academy begins June 18, finishing with the Academy Championship on July 17, 2024.

Mr. Parish said WW Golf continues to host Norman High on Mondays, Norman North on Tuesdays, Norman Middle Schools (Alcott, Irving, Whittier, and Longfellow) on Wednesdays, and Southmoore and CCS Monday through Thursday. He said the 6A Girls – Sabercat JV 9-hole tournament was on March 6, 2024; the 6A Lady Sabercat Varsity Invitational was held on March 25, 2024, and the 6A Boys Sabercat Varsity Invitational was on March 26, 2024. Mr. Parish said the Robert O. Smith Spring Break Junior Invitational, a new tournament introduced by Greg Grost, was held on March 20, 2024, with 26 participants.

The Board acknowledged the reports.

ITEM 5, being:

**CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF
WESTWOOD GOLF AND POOL PRICE INCREASE**

Mr. Jason Olsen, Director of Parks and Recreation, highlighted the proposed Westwood Golf and Pool price increase to the Board. He said Westwood Golf fees were streamlined a few years ago, and Westwood Pool fees have not increased since the re-opening in 2020.

Mr. Olsen showed price comparisons for several area golf courses, including Early Wine, Lincoln, Lake Hefner, Trospen, John Conrad, and Kickingbird. He highlighted the proposed 2024 Westwood Golf fees, stating the proposed rates include tax, and if the Board approves, they will go into effect on July 1, 2024.

Mr. Olsen highlighted the proposed 2024 Westwood Family Aquatic Center (WWFAC) fees. He said if the Board approves the proposed fee increase; the proposed rates for general admission will go into effect upon approval. In contrast, the Season Passes, Programs, and Rentals will go into effect on July 1, 2024.

Chair Sheriff asked how many people had to be in a group in order to get the group rate, and staff said ten or more. She wondered how many lessons were in the swim lessons, and the staff said one per week for six weeks. Mr. Olsen said staff might need to request another fee increase if the WWFAC wages have a 4% increase to be competitive with other cities.

Commissioner Moxley suggested a Westwood Golf Club House Project be included and funded if a Norman Forward 2 initiative is proposed and passed. Mr. Olsen said staff is currently working on conceptual designs for a new Westwood Golf Club House; however, a separate bond issue/funding may be used before (a possible) Norman Forward 2 funding is available.

Commissioner Moxley made the motion, and Commissioner Wright recommended that the Parks and Recreation Director move forward with the proposed Westwood Golf and WWFAC fee increases. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Davison, Moxley, Sallee, Usry, and Wright

NAY: None

MISCELLANEOUS DISCUSSION

Mr. Jason Olsen, Director of Parks and Recreation, said that the Adult Wellness and Education Center (AWE) has 2600 members. He said the Young Family Athletic Center (YFAC) data tracking indicated the YFAC received 60,000 visitors in February and 70,000 visitors in March, each being an average of 120 minutes long. Mr. Olsen said the data tracking also indicated many YFAC visitors frequented the area restaurants afterward. He said there was a shoe branding with Puma at a basketball tournament last weekend, and a Nike and Adidas basketball tournament is scheduled soon. Mr. Olsen said all 12 courts were used during a large volleyball tournament last month, and the adult basketball league and swim classes have started.

Mr. Olsen said a ribbon cutting is scheduled for Bentley Park at the end of Spring or early Summer. He said the Sierra Club is working with staff on the natural areas located in the park.

Mr. Olsen said Veronica Tracy resigned last month and was hired as Rocklin, California's Parks and Recreation Director. He introduced Mitchell Richardson to the Board and said he is the Interim Recreation Manager.

PUBLIC COMMENTS

None.

ADJOURNMENT

Chair Sheriff adjourned the meeting at 6:27 p.m.

Passed and approved this _____ of _____ 2024

Sherrel Sheriff, Chair

File Attachments for Item:

2. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-31: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, MAY 18, 2024, AS KIDS TO PARKS DAY IN THE CITY OF NORMAN.

Item 2

**CITY OF NORMAN, OK
STAFF REPORT**

MEETING DATE: 05/14/2024

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT,
AND/OR POSTPONEMENT OF PROCLAMATION P-2324-31: A
PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA,
PROCLAIMING SATURDAY, MAY 18, 2024, AS KIDS TO PARKS DAY IN THE
CITY OF NORMAN.

Proclamation

P-2324-30

A PROCLAMATION OF THE MAYOR OF THE
CITY OF NORMAN, OKLAHOMA, PROCLAIMING
SATURDAY, MAY 18, 2024, AS KIDS TO PARKS
DAY IN THE CITY OF NORMAN.

- § 1. WHEREAS, May 18, 2024, is the Kids to Parks Day organized and launched by the National Park Trust held annually on the third Saturday of May; and
- § 2. WHEREAS, Kids to Parks Day empowers kids and encourages families to get outdoors and visit the City of Norman's parks, public lands and waters; and
- § 3. WHEREAS, we should encourage children to lead a more active lifestyle to combat issues of childhood obesity, diabetes, hypertension and hypercholesterolemia; and
- § 4. WHEREAS, Kids to Parks Day will broaden children's appreciation for nature and outdoors; and
- § 5. WHEREAS, Kids to Parks Day will recognize the importance of recreating responsibly while enjoying the benefits of the outdoors; and
- § 6. WHEREAS, The City of Norman invites the public to celebrate Kids to Parks Day with a special event on Saturday May 18, 2024, at 12:00 p.m. at Prairie Creek Park.

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

- § 7. Do hereby proclaim that Saturday, May 18, 2024 as Kids to Parks Day in the City of Norman.

PASSED AND APPROVED this 14th day of May, 2024.

Mayor

ATTEST:

City Clerk



File Attachments for Item:

3. CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-35: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF MAY, 2024, AS BIKE MONTH AND FRIDAY, MAY 17, 2024, AS BIKE-TO-WORK DAY IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: James Briggs

PRESENTER: James Briggs, Park Development Manager

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-35: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF MAY, 2024, AS BIKE MONTH AND FRIDAY, MAY 17, 2024, AS BIKE-TO-WORK DAY IN THE CITY OF NORMAN.

Proclamation

P-2324-35

A PROCLAMATION OF THE MAYOR OF THE CITY
OF NORMAN, OKLAHOMA, PROCLAIMING THE
MONTH OF MAY, 2024, AS BIKE MONTH AND
FRIDAY, MAY 17, 2024, AS BIKE-TO-WORK DAY IN
THE CITY OF NORMAN.

- § 1. WHEREAS, today, millions of Americans engage in bicycling because it is a viable and environmentally friendly form of transportation, an excellent form of fitness, provides quality recreation, and helps relieve the fiscal strain of high gas prices; and
- § 2. WHEREAS, the education of cyclists and motorists as to the proper and safe operation of bicycles is important to ensure the safety and comfort of all users; and
- § 3. WHEREAS, the City of Norman continues to update its bicycle plan and bicycle transportation network, including several planned bicycle facilities such as the continued design and construction of multi-modal off-street bike paths along State Highway 9, along Flood Avenue from Robinson street to Tecumseh Road, and as a part of the James Garner Avenue extension over Robinson Street; and
- § 4. WHEREAS, the City of Norman has been designated by the League of American Bicyclists as an official **"Bicycle Friendly Community" for over 10 years**; and
- § 5. WHEREAS, the Norman Bicycle Advisory Committee, the Bicycle League of Norman, and independent cyclists throughout our state are promoting greater public awareness of bicycle operation and safety education in an effort to reduce accidents, injuries and fatalities for all.

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

- § 6. Do hereby proclaim the month of May, 2024, as Bike Month, and also proclaim Friday, May 17, 2024, as Bike-To-Work Day in the City of Norman and encourage all citizens to recognize the importance of bicycle safety, be more aware of cyclists on our streets and highways; and invite all to ride their bicycles to Andrews Park that morning as they bike to work for an 8:30 a.m. rally as a show of support for bicycle use for all those reasons named herein.

PASSED AND APPROVED this 14th day of May, 2024.

Mayor

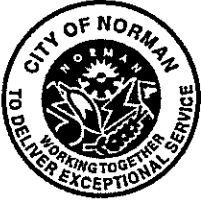
ATTEST:

City Clerk



File Attachments for Item:

4. CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-36: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF MAY 2024 AS OKLAHOMA WATER SAFETY MONTH IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/14/2024

REQUESTER: Jason Olsen

PRESENTER: Jason Olsen, Director of Parks and Recreation Department

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-36: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF MAY 2024 AS OKLAHOMA WATER SAFETY MONTH IN THE CITY OF NORMAN.

Proclamation

P-2324-36

A PROCLAMATION OF THE MAYOR OF THE CITY
OF NORMAN, OKLAHOMA, PROCLAIMING MAY,
2024, AS "OKLAHOMA WATER SAFETY MONTH"
IN THE CITY OF NORMAN.

- § 1. WHEREAS, citizens of Oklahoma recognize the role swimming and aquatic-related activities play for good physical and mental health and their potential to enhance the quality of life for all people; and
- § 2. WHEREAS, the citizens of Oklahoma understand the essential role that education regarding the topic of water safety plays in preventing drownings and recreational water-related injuries; and
- § 3. WHEREAS, the citizens of Oklahoma are aware of the necessity to developing safe swimming facilities, aquatic programs, home pools and spas, and related activities to provide healthy places to recreate, learn and grow, build self-esteem, and confidence which contribute to the quality of life in our community; and
- § 4. WHEREAS, the citizens of Oklahoma recognize the ongoing efforts and commitments to educate the public on pool and spa safety;
- § 5. WHEREAS, the citizens of Oklahoma understand the vital importance of communicating water safety rules and programs to families and individuals of all ages, whether owners of private pools, users of public swimming facilities, or visitors to waterparks;

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

- § 7. Do hereby proclaim that May, 2024 as Oklahoma Water Safety Month in the City of Norman.

PASSED AND APPROVED this 14th day of May, 2024.

Mayor

ATTEST:

City Clerk



File Attachments for Item:

10. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF REQUEST FOR AUTHORIZATION FOR PARTIAL RELEASE OF RETAINAGE, FROM 5% TO 2.5%, FOR CONTRACT K-1920-133 BETWEEN THE CITY OF NORMAN, THE NORMAN MUNICIPAL AUTHORITY AND CROSSLAND CONSTRUCTION, INC., FOR THE MUNICIPAL COURT PORTION OF THE MUNICIPAL COMPLEX RENOVATIONS PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 5/28/2024

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF REQUEST FOR AUTHORIZATION FOR PARTIAL RELEASE OF RETAINAGE, FROM 5% TO 2.5%, FOR CONTRACT K-1920-133 BETWEEN THE CITY OF NORMAN, THE NORMAN MUNICIPAL AUTHORITY AND CROSSLAND CONSTRUCTION, INC., FOR THE MUNICIPAL COURT PORTION OF THE MUNICIPAL COMPLEX RENOVATIONS PROJECT.

BACKGROUND:

City Council and Norman Municipal Authority, in its meeting of March 12, 2020, approved Contract K-1920-133 with Crossland Construction Company, Inc., (Crossland) in the amount of \$32,390, to provide Construction Manager at Risk Services (CMaR) for the Municipal Complex Renovation Project. On March 23, 2021, Amendment One was approved by Council to establish the guaranteed maximum price (GMP) of \$6,392,330 for the Development Center portion of the project. On October 26, 2021, City Council approved Amendment Two to K-1920-133, setting a GMP of \$667,562 for the City Hall portion of the project. Amendment Three to Contract K-1920-133 in the amount of \$492,185.38 covered additional costs related to asbestos removal in the Development Center portion of the project. Amendment Four to Contract K-1920-133 in the amount of \$3,500,000 covered the reconstruction of Building A for the Municipal Court facility, which is now under construction.

DISCUSSION:

The Municipal Court Building was ready for final inspections and testing in December, 2023. A Certificate of Substantial Completion was issued on January 17, 2024. Since that time the contractor has completed the list of punch list items with the exception of the Test and Balance Report for the HVAC system. Crossland has been working to resolve issues with existing equipment to resolve the problem. Due to the delay in final acceptance, the contractor has requested that the retainage for the project be reduced from 5% to 2.5% to facilitate payment of sub-contractors for work that is complete and is unrelated to the issues causing the delay in closeout.

Effective November 1, 2022, the Competitive Bidding Act, requires that contracts entered into under the Act allow for reduction of retainage from 5% to 2.5% once the project has reached 50% completion and the owner has determined that satisfactory progress is being made (see 61 O.S. § 226). Though the contract was entered prior to the effective date of this change in the Act, a request for reduction has been made. In considering the request, City Staff now verifies that satisfactory progress has been made and seeks authorization to reduce retainage in accordance with the current version of the Act. City staff has verified that more than 50% of the total project work is complete. Further, City staff believes the work is progressing enough to meet the "satisfactory progress" requirement, and that a reduction in retainage (from 5% to 2.5%) for the Municipal Court portion, as requested, is appropriate at this time.

If approved, the current retainage held would be reduced from \$172,210.76 to \$86,105.38, which would allow payment in the amount of \$57,078.70 to Crossland in accordance with the statute. Retention of the remaining 2.5% of the total contract price will be withheld throughout the remainder of the contract until City staff confirms all final punch list items are complete. Upon said completion, release of the final retainage will accompany a future Council agenda item for final acceptance and final payment of the project.

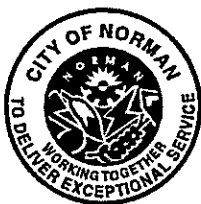
These retainage funds are being held in the Municipal Complex Renovation/Expansion, Construction (Account 50196644-46101; Project BG0075).

RECOMMENDATION:

Staff reduction of retainage for Contract K-1920-133, with Crossland for the Municipal Court portion of the Municipal Complex Renovation Project, from 5% to 2.5% of the total contract amount.

File Attachments for Item:

14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2324-47: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CAN DO, L.L.C., FOR THE SUTTON WILDERNESS PARK TRAIL UPGRADE AND PARKING LOT ADDITION PROJECT AND FINAL PAYMENT OF \$22,500.00.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 5/28/2024

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2324-47: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CAN DO, L.L.C., FOR THE SUTTON WILDERNESS PARK TRAIL UPGRADE AND PARKING LOT ADDITION PROJECT AND FINAL PAYMENT OF \$22,500.00.

BACKGROUND:

On August 8, 2023, the City Council approved Bid Number 2223-79 for the Sutton Wilderness Park Trail Upgrade and Parking Lot Addition Project. This project was funded in part through a 2020 Recreational Trails Grant from the Oklahoma Tourism and Recreation Department (OTRD). Other funding sources for the total project costs were approved to be paid from existing projects for trail improvements at Griffin Park (where part of this trail improvement was done to connect the two parks), the annual trail maintenance account, and an appropriation of funds from the Community Park Land Development account. The project scope included the construction of a 12-car parking lot expansion at the trailhead parking off 12th Avenue NE and repairing and surfacing a spur of walking trail in the park that travels through both Sutton Wilderness Park and Griffin Park (south of Sutton). The old path section was re-graded and topped with crushed granite to match the rest of the trails in Sutton Wilderness. Improvements were also made to the trailside drainage structures.

DISCUSSION:

City Council approved Contract Number K-2324-47 for the Sutton Wilderness Park Trail Upgrade and Parking Lot Addition Project to Can Do, L.L.C., in the amount of \$187,000, and work began in August 2023. Monthly progress payments were made during the project construction, as work could be done during good weather in winter and spring.

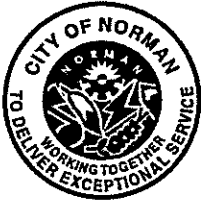
On May 12, 2024, the City of Norman Parks and Recreation Staff inspected the project at Sutton Wilderness Trail and Parking Lot and found it completed per specifications.

RECOMMENDATION:

It is recommended the City Council accept the Sutton Wilderness Park Trail Upgrade and Parking Lot Addition Project as complete and authorize final payment in the amount of \$22,500.00 to Can Do, L.L.C. Funding is available for this project in the Sutton Wilderness Special Grant Funding (project PC0025--\$85,700); the Griffin Park Trails and Parking Lots Improvements (project PR0169--\$29,533); the Facility Maintenance Park Trails and Sidewalks (project EF0012--\$27,800); and the Sutton Wilderness Trail (Parkland) (project PC0019--\$43,967).

File Attachments for Item:

16. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2324-183: A FIVE-YEAR PARTNERSHIP BEVERAGE AGREEMENT BETWEEN COCA-COLA SOUTHWEST BEVERAGES L.L.C., AND THE NORMAN MUNICIPAL AUTHORITY, FOR EXCLUSIVE SALE OF COKE PRODUCTS AT THE YOUNG FAMILY ATHLETIC CENTER, WESTWOOD GOLF COURSE, AND WESTWOOD FAMILY AQUATIC CENTER IN EXCHANGE FOR \$82,500 IN INCENTIVE FEES TO BE PAID OVER THE FIVE YEAR TERM OF THE CONTRACT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 5/28/2024

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2324-183: A FIVE-YEAR PARTNERSHIP BEVERAGE AGREEMENT BETWEEN COCA-COLA SOUTHWEST BEVERAGES L.L.C., AND THE NORMAN MUNICIPAL AUTHORITY, FOR EXCLUSIVE SALE OF COKE PRODUCTS AT THE YOUNG FAMILY ATHLETIC CENTER, WESTWOOD GOLF COURSE, AND WESTWOOD FAMILY AQUATIC CENTER IN EXCHANGE FOR \$82,500 IN INCENTIVE FEES TO BE PAID OVER THE FIVE YEAR TERM OF THE CONTRACT.

BACKGROUND:

The Norman Forward projects - the Young Family Athletic Center (YFAC), completed and open to the public in 2024, and the Westwood Family Aquatic Center (Westwood), completed and opened to the public in 2019, along with the Westwood Golf Courses, all have high revenue producing concession stand areas. The Parks Department operates both Westwood concession stands and a local business, Beanstalk Coffee and Sno, operates the YFAC concessions.

In February 2019, the Norman Municipal Authority entered into a five-year agreement with Pepsi Beverage Company for exclusive pouring rights at Westwood Park. This package was worth \$38,000 over the entire contract period. With the Pepsi contract ending in February of 2024, the Parks Department asked for proposals from Pepsi and Coca-Cola for beverage agreements at Westwood and the newly opened YFAC. Only Coca-Cola submitted a proposal and was selected as the lone bidder.

DISCUSSION:

The Coca-Cola Southwest Beverages L.L.C. incentive package includes an aggregate payment of \$82,500 for equal payments of \$16,500 over five-years. The incentive package also includes \$.50 for each gallon of post-mix fountain products and \$5.00 per case of product purchased to be resold at Westwood and YFAC. In addition to the \$82,500, the Parks Department will get \$2,000 per year in marketing funding for Coke or Sprite products and an additional \$5,000 per year for marketing Body Armour products. Coke has also agreed to give the Parks Department up to \$1,250 annually in donated products for events or other programming.

Park staff is recommending that the incentive payment of \$16,500 be split - \$10,000 to the YFAC and \$6,500 to Westwood annually, and marketing funding for Body Armour of \$5,000 will go to the YFAC and the \$2,000 in marketing funds for Coke or Sprite will go to Westwood.

Rebates collected through both the post-mix fountain mix and the cases will be deposited in a revenue account in the Westwood Fund, and the YFAC portion will be redistributed to Beanstalk Coffee and Sno according to the contract (K-2324-72) approved by Council in November of 2023.

RECOMMENDATION:

It is recommended that Contract Number K-2324-183 be approved with Coca-Cola Southwest Beverages L.L.C. to accept the distribution of the incentives, marketing, and rebates as outlined in the staff report to revenue accounts in the Westwood Fund (297-364168) and the Young Family Athletic Center Fund (247-364168) cost centers.

3. Advertising Rights

(a) Account hereby grants to Bottler the exclusive right to advertise Beverages and specifically Products (i) at the Facilities and (ii) in connection with the Facilities. No permanent or temporary advertising, signage or trademark visibility for Competitive Products will be displayed or permitted anywhere at the Facilities.

(b) Account agrees that Bottler's advertising shall be positioned at all times in such a manner that the advertising message is in no way obscured (electronically or otherwise) and is clearly visible to the general public and the media. The Products shall be prominently listed on any menu boards located at the Facilities and all equipment dispensing Products shall be prominently identified with the appropriate trademarks/logos.

(c) Account further agrees that only Products will be dispensed in Bottler's equipment and that no other trademarked, equipment, coolers or containers will be permitted.

4. Sponsorship Rights

(a) Bottler will have the exclusive right to advertise the Products as the "Official" or "Exclusive" soft drink, sports drink, water, tea, energy drink and/or juice or juice drink, etc. of the Facilities.

(b) Account hereby grants to Bottler a royalty-free license, exclusive for Beverages, to use the trademarks, logos and other intellectual property of the Account and Facilities ("Account Marks") in connection with the promotion of Products. Such promotion may occur in advertising (TV, radio, and print), packaging, vessels, promotional materials, and point of sale materials for Products and may be in connection with the marks and logos of Bottler's customers.

(c) Account will not enter into any agreement or relationship whereby any Competitive Products are associated in any manner with Account, the Facilities, or any of the Account Marks in any advertising or promotional activity of any kind.

5. Product Rights

(a) Subject to the Permitted Exception set forth in Section 7, Account hereby grants to Bottler the exclusive right to sell or distribute Beverages at the Facilities. Account and/or its Concessionaires shall purchase all Products, (and cups, lids and carbon dioxide, if applicable) directly from Bottler. Subject to the Permitted exception set forth in Section 7, no Competitive Products may be sold, dispensed, sampled or served anywhere at the Facilities.

(b) Account hereby grants to Bottler the exclusive Beverage vending rights at the Facilities. Account agrees that Bottler shall have the right to place a minimum of One (1) Beverage vending machine, One (1) Beverage Fountain Machine and Eight (8) Beverage Coolers in mutually agreed upon locations at the Facilities.

(c) During the Term, Bottler will loan to Account, pursuant to the terms of Bottler's equipment placement agreement, at no cost, that Beverage dispensing equipment reasonably required and as mutually agreed upon to dispense Beverages at the Facilities ("Equipment"). Bottler's equipment placement agreement will apply to all Equipment provided by Bottler, except to the extent any of its provisions are prohibited by applicable law and to the extent the terms thereof are in conflict with the terms of this Agreement, in which case this Agreement will control. Account represents and warrants that electrical service at the Facilities is

proper and adequate for the installation of Equipment, and Account agrees to indemnify and hold Bottler harmless from any damages arising out of defective electrical services.

6. Consideration

In consideration of the rights and benefits granted to Bottler hereunder, Bottler agrees to provide Account with the following:

(a) Sponsorship Fees. Bottler agrees to pay Account an aggregate of Eighty-Two Thousand and Five Hundred Dollars (\$82,500) for the entire Term (the "Sponsorship Fees").

The Sponsorship Fees shall be paid in equal annual installments of Sixteen Thousand Five Hundred Dollars (\$16,500). Each such installment shall be payable within sixty (60) days following the end of each Agreement Year in the Term. The Sponsorship Fees shall be deemed earned evenly over the Agreement Year for which they are paid.

(b) Commissions. Bottler agrees to pay Account a monthly commission based on the commission rates and initial vend prices set forth in Exhibit A.

(c) Pricing. Account shall be entitled to purchase Products from Bottler in accordance with the price schedule set forth in Exhibit B. Such prices shall remain in effect until February 28, 2025.

Thereafter, such prices will be subject to an annual increase of no more than Five percent (5%) over the previous Agreement Year's price, except in the event of an increase in a component of Bottler's cost of goods, manufacture or delivery, or increases in taxes, deposits and other government related fees in which case Bottler may increase prices to cover such increased costs. Annual price increases shall occur automatically on March 1st.

(d) Rebates. Bottler will pay Account (i) a rebate of Fifty Cents (\$0.50) for each gallon of post mix fountain Products purchased and paid for by Account for sale at the Facilities during the Term and (ii) the rebate shown below for each standard physical case of bottle/can Products identified below which are purchased and paid for by Account for sale at the Facilities during the Term ("Rebates"). The Rebates shall be paid quarterly, in arrears, within thirty (30) days after the end of each applicable three-month period in which the Rebate was earned and will be based on Bottler's case sales records. Rebates shall not be earned for sales of Products through Bottler's full-service vending machines.

Product Description	Units per std phy case	Price per std phy case
16 oz PET - BodyArmor	24	\$ 5.00*
20 oz PET - KO CSD	24	\$ 7.00
16 oz Can - Monster Brands	24	\$ 2.50
20 oz PET - Dasani	24	\$ 6.00
20 oz PET - Powerade	24	\$ 2.50
14 oz PET - Core Power	24	\$ 7.00*
15.5 oz PET - Topo Chico	24	\$ 2.50
13.7 oz PET - Dunkin Donuts	24	\$ 2.50*
20 oz PET - Vitaminwater	24	\$ 5.00*
20 oz PET - Smartwater	24	\$ 5.00

12 oz PET - MMJTG	24	\$	7.00
18.5 oz PET - Gold Peak	24	\$	5.00*

* This item is sold in a 12-unit physical case. Therefore, the rebate will be half of the amount shown per 12-unit case to total the amount shown per a standard 24-unit case. For illustration purposes, if the rebate shown above is \$5.00 per standard physical case, the rebate for a 12-unit case will be \$ 2.50.

(e) Marketing Funds. For each of Agreement Years 1-5, Bottler will establish a marketing fund in the maximum amount of Two Thousand Dollars (\$2,000) to be used to support promotional and marketing activities to promote the sale of Products at the Facilities (the "Marketing Fund"). Bottler will hold, manage and administer this Marketing Fund. Any amounts remaining unused at the end of any such Agreement Years shall be retained by Bottler with no further obligation to Account.

(f) Bodyarmor Marketing Fund. Bottler will establish a fund in the maximum amount of Five Thousand Dollars (\$5,000) for each of Agreement Years 1-5 which will be used for mutually agreed upon promotional and marketing activities, facility activations, retail/food service promotions and/or products for sampling events ("Bodyarmor Marketing Fund"). Bottler will hold, manage and administer this Bodyarmor Marketing Fund. Any amounts remaining unused at the end of any Agreement Year shall be retained by Bottler without further obligation to Account.

(g) Complimentary Product. Each Agreement Year during the Term, Bottler shall provide Account with complimentary Products of Bottler's choosing, with an estimated retail value of up to One Thousand Two Hundred Fifty Dollars (\$1,250) as determined in good faith by Bottler. Such complimentary Products will be provided to Account upon reasonable advance request. Account must request all available complimentary Products during the course of each Agreement Year. If Account does not request all available complimentary Products by the end of each Agreement Year, then any complimentary Products remaining at the end of each Agreement Year shall be forfeited by Account and retained by Bottler with no further obligation.

(h) In the event Account employs a Concessionaire, Account will cause Concessionaire to purchase from Bottler all requirements for Beverages (and cups, lids and carbon dioxide, if applicable). Such purchases will be made at prices and on terms set forth in Bottler's existing agreement with Concessionaire, if any. If no agreement exists between Concessionaire and Bottler, such purchases will be made at prices and on terms set forth in this Agreement. Account acknowledges that there will be no duplication of allowances, funding or benefits (including pricing) to Account or Concessionaire if Concessionaire has an existing agreement with Bottler. If such Concessionaire requires Bottler to pay the Concessionaire funding or to provide Products pursuant to prices under the separate agreement with the Concessionaire, then Customer agrees that Bottler may deduct such duplicate funding and lost margin on such lower cost Products paid or sold to Concessionaire from any payment made by Bottler to Customer.

7. Permitted Exception. Account shall have the right to make available for sale freshly brewed coffee, freshly brewed tea and sno cones served in cups bearing the trademarks of Beanstalk Coffee and Sno at the existing Beanstalk Coffee and Sno location so long as Competitive Products at such location are limited solely to freshly brewed coffee, freshly brewed teas and sno cones. In addition, Account will ensure that Beanstalk Coffee and Sno makes available for purchase Bottler's Products at such location.

Account agrees that this Section shall not be read to allow advertising or promotional rights with respect to such Competitive Products except that the names, logos, or trademarks of Beanstalk Coffee and Sno may

be displayed on menu boards, on dispensing equipment, branded paper cups, cup sleeves and similar disposable branded items provided in the course of the sale and service of freshly brewed coffee freshly brewed tea and sno cones.

8. Miscellaneous

During the Term, Account shall provide to Bottler those items set forth in Exhibit C hereto.

9. Prohibition on Transshipping: Wholesaling

Account will not Transship or Wholesale any Beverages offered for sale by Bottler. Account also will not purchase from third-parties any Beverages offered for sale by Bottler that have been Transshipped. If Account Transships, Wholesales or purchases any Beverages offered for sale by Bottler that have been Transshipped or Wholesaled, then Bottler reserves the right to limit quantities or to refuse to sell Products to Account, to withhold any funding payable to Account, and to seek reimbursement of any costs or expenses from Account that result from any Transshipping or Wholesaling.

10. Termination

(a) If either party breaches any of its obligations set forth in this Agreement and fails to cure such breach within thirty (30) days after written notice from the non-breaching party, then at its option and not as its sole remedy, the non-breaching party may terminate this Agreement, and Account shall (i) return any Equipment, (ii) pay to Bottler a pro rata portion of the costs of refurbishing and installing the Equipment, and (iii) pay to Bottler the unearned portion of pre-paid Sponsorship Fees or other upfront funding, if any.

(b) Notwithstanding the other provisions of this Agreement, if any federal, state or local law, rule, regulation or order prohibits, restricts or in any manner interferes with the sale or advertising of Beverages at any time during the Term of this Agreement or if for any reason the use of the Facilities declines, then at its option and not as its sole remedy, Bottler may terminate this Agreement and Account shall (i) return any Equipment, (ii) pay to Bottler a pro rata portion of the costs of refurbishing and installing the Equipment, and (iii) pay to Bottler the unearned portion of pre-paid Sponsorship Fees or other upfront funding, if any.

(c) Account represents and warrants that it has full right and authority to enter into this Agreement and to grant and convey to Bottler the rights set forth herein. Upon expiration or revocation of such authority, then at its option and not as its sole remedy, Bottler may terminate this Agreement, and Account shall (i) return any Equipment, (ii) pay to Bottler a pro rata portion of the costs of refurbishing and installing the Equipment, and (iii) pay to Bottler the unearned portion of pre-paid Sponsorship Fees or other upfront funding, if any.

(d) Bottler shall have the right to withhold and not pay further any amounts which may become payable to Account pursuant to this Agreement if: (i) Account has failed to perform its obligations hereunder, (ii) Bottler's rights hereunder have been lost, limited or restricted, or (iii) there exists a bona fide dispute between the parties.

(e) Bottler agrees that Account has the continuing right to terminate this Agreement at the end of any fiscal year of Account in which funds for this Agreement are not appropriated. In such case of termination for non-appropriation, Account shall provide notification to the Bottler of such non-appropriation, and in such notice shall certify that it has no intention to enter into any contract for the goods and services which are in substance identical or similar to any of the goods and services provided by Bottler under this Agreement for the remainder of the Term of the Agreement. In the event of such termination Account will (i) pay Bottler, for all goods delivered and obligations incurred prior to the date of termination in accordance with the terms hereof (ii) return any Equipment and (iii) pay to Bottler a pro rata portion of the

costs of refurbishing installing the Equipment and (iv) pay to Bottler the unearned portion of pre-paid Sponsorship Fees or other upfront funding, if any.

(f) In the event of a termination of this Agreement for any reason, Account agrees it shall only be entitled to the earned Sponsorship Fees pro-rated to the date of termination, or, if earlier, the date of any default hereunder by Account.

(g) Nothing in this section shall operate to restrict any of either party's other remedies in the event of a material breach by the other party.

11. Record Retention. Bottler agrees to maintain records pertaining to the sale of Products and the payment of the consideration to Account under the Agreement during the Term and for one (1) year thereafter. Such records shall be made available by Bottler for review by Account within ten (10) days following written request by Account. Notwithstanding the foregoing, any such review shall be requested during the Term of the Agreement and be limited to no more than once per year.

12. Governing Law

This Agreement and any dispute arising out of or relating to this Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma, without reference to its conflict of law rules.

13. Compliance with Law

Each of the parties hereto agrees that it will, in its performance of its obligations hereunder, fully comply with all applicable laws, regulations and ordinances of all relevant authorities and shall obtain all licenses, registrations or other approvals required in order to fully perform its obligations hereunder.

14. Retention of Rights

Account shall not obtain, by this Agreement, any right, title or interest in the trademarks of The Coca-Cola Company or Bottler, nor shall this Agreement give Account the right to use, refer to, or incorporate in marketing or other materials the name, logos, trademarks or copyrights of Bottler or The Coca-Cola Company.

15. Confidentiality

During the Term, and for a one (1) year period thereafter, the parties shall keep the terms of this Agreement confidential.

16. Entire Agreement

This Agreement and its exhibits and Bottler's equipment placement agreement contain the entire agreement between the parties with respect to the subject matter hereof. Neither party shall assign this Agreement without the prior written consent of the other party, except that Bottler may assign this Agreement to any of its subsidiaries or affiliates without the prior written consent of Account. All amendments to or waivers of this Agreement must be in writing signed by all the parties.

17. Insurance

Bottler shall, at its own expense, keep in force insurance of the following types, including the City as an additional insured for Commercial General Liability and Automobile Liability insurance policies required by

the Agreement, and in not less than the following amounts, issued by a company or companies licensed to do business in Oklahoma and with an A.M. Best Rating of at least A-VII, against liabilities for accidents arising out of or in connection with Bottler's operations under this Agreement, except when caused by the City's negligence or that of its agents, contractors or employees, and shall furnish to the City certificates evidencing the insurance coverage required by this Agreement. Bottler shall endeavor to provide to the City a thirty (30) day written notice if any insurance required by this Agreement is cancelled or materially changed, and this statement shall be reflected on the certificate of insurance.

(a) Worker's Compensation Insurance and Employer's Liability Insurance as prescribed by State Statute, with any subcontractors working at the Facilities to also provide the same.

(b) Provide both Commercial General Liability Insurance with minimum limits of \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products/completed operations aggregate; and Automobile Liability Insurance with minimum limits of \$1,000,000 combined single limits.

18. Nondiscrimination

Both parties agree to comply with all applicable federal, state, and local non-discrimination laws.

19. Relationship of Parties

This Agreement does not create any partnership or joint venture between the parties hereto, or render any party liable for any of the debts or obligations of the other party. Neither party shall be deemed to be an agent or representative of the other.


20. Severability

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

[Signature Page follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written. The parties agree that this Agreement may be signed electronically and that the electronic signatures are deemed original signatures for purposes of the validity, enforceability, and admissibility of this Agreement.

COCA-COLA SOUTHWEST BEVERAGES LLC (BOTTLER)

BY: 
Robert Sweeney (May 22, 2024 09:51 CDT)
Printed Name: Robert E Sweeney
Title: Vice President
Date: 05/22/2024

CITY OF NORMAN (ACCOUNT)

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

Larry Heikkila, MAYOR

ATTEST:

Brenda Hall, City Clerk

APPROVED as to form and legality this _____ day of _____, 2024.

CITY ATTORNEY

EXHIBIT A COMMISSIONS

Product Description	YR 1 & 2	YR 3 & 4	YR 5	Commission
20 oz PET - Sodas	\$ 2.75	\$ 3.00	\$ 3.25	16%
20 oz PET - Dasani	\$ 2.75	\$ 3.00	\$ 3.25	16%
20 oz PET - Powerade	\$ 2.75	\$ 3.00	\$ 3.25	16%
16 oz PET - BodyArmor	\$ 3.00	\$ 3.25	\$ 3.50	16%
14 oz PET - Core Power	\$ 3.50	\$ 3.75	\$ 4.00	16%
16 oz Can - Monster Brands	\$ 3.75	\$ 4.00	\$ 4.25	16%

Commissions are paid based upon cash collected after deducting taxes, deposits, recycling fees, other handling fees, communication charges and credit and debit card fees, if any. Commissions shall not be payable on any sales from vending machines not filled or serviced exclusively by Bottler. Bottler may adjust the vend prices and/or commission rates as necessary to reflect changes in its costs, including cost of goods or to implement cash discounts. Commissions will be paid each month following the month in which they are earned, with an accounting of all sales and monies in a form reasonably satisfactory to the Account and shall become immediate property of Account.

EXHIBIT B
INITIAL PRICE SCHEDULE*

Product Description	Units	Price
16 oz PET - BodyArmor	12	\$ 20.50
20 oz PET - Sodas	24	\$ 36.99
16 oz Can - Monster Brands	24	\$ 47.72
20 oz PET - Dasani	24	\$ 24.58
20 oz PET - Powerade	24	\$ 30.71
14 oz PET - Core Power	12	\$ 34.85
15.5 oz PET - Topo Chico	24	\$ 30.85
13.7 oz PET - Dunkin Donuts	12	\$ 27.23
20 oz PET - Vitaminwater	12	\$ 19.89
20 oz PET - Smartwater	24	\$ 35.40
12 oz PET - MMJTG	24	\$ 37.47
18.5 oz PET - Gold Peak	12	\$ 21.33
5 - Gallon BNB	1	\$ 114.50
2.5 - Gallon BNB	1	\$ 59.63

* All products are subject to availability. Account agrees to comply with Bottler's minimum order requirements. Any changes in minimum order requirements shall be submitted in writing to Account thirty (30) days prior to such changes taking effect.

EXHIBIT C

Each Agreement Year during the Term, Account shall provide Bottler the following at no cost to Bottler:

- 50 golf passes to the Westwood Golf Course
- 50 swim passes to the Westwood Family Aquatic Center






City of Norman.5.22.2024 Contract

Final Audit Report

2024-05-22

Created:	2024-05-22
By:	Beatriz Rodriguez (rodriguezbeatriz@cocacolaswb.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGMOS6XcNe-vOC695geH-zX_yB2Z-HcHV

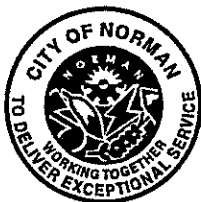
"City of Norman.5.22.2024 Contract" History

-  Document created by Beatriz Rodriguez (rodriguezbeatriz@cocacolaswb.com)
2024-05-22 - 1:33:50 PM GMT
-  Document emailed to Robert Sweeney (robert.sweeney@cocacolaswb.com) for signature
2024-05-22 - 1:33:54 PM GMT
-  Email viewed by Robert Sweeney (robert.sweeney@cocacolaswb.com)
2024-05-22 - 2:50:17 PM GMT
-  Document e-signed by Robert Sweeney (robert.sweeney@cocacolaswb.com)
Signature Date: 2024-05-22 - 2:51:28 PM GMT - Time Source: server
-  Agreement completed.
2024-05-22 - 2:51:28 PM GMT



File Attachments for Item:

17. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2324-184 BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND GSB, INC., IN THE AMOUNT OF \$54,240 FOR THE WESTWOOD PARK GOLF AND TENNIS FACILITIES MASTER PLAN PROJECT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/28/24

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2324-184 BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND GSB, INC, IN THE AMOUNT OF \$54,240 FOR THE WESTWOOD PARK GOLF AND TENNIS FACILITIES MASTER PLAN PROJECT.

BACKGROUND:

The 2023-24 Capital Improvement Plan included the Room Tax Fund funding for a project to hire a design consultant to create a Master Plan for Westwood Park Golf and Tennis Facilities at 24th & West Robinson Street. Westwood Park is a 137-acre special-use park home to our 18-hole golf course, a United States Tennis Association (USTA)-Accredited Tennis facility, and the Westwood Family Aquatics Center.

Westwood has served the community for over 60 years and is one of our most visited parks, especially in summer. The Aquatics Center reconstruction project was one of the first projects completed as part of the NORMAN FORWARD Quality of Life Initiative passed by voters in 2015. It has been successful since its opening day and set the standard for the other extensive park system improvements that have been repeated with the projects at Griffin Soccer Complex, Reaves Baseball/Softball, and the Andrews Park Skatepark, among others. Parks also completed the construction of a two-court indoor tennis facility at Westwood, dramatically increasing the play in inclement weather.

Currently, at Westwood, the golf pro shop, grill building, and golf maintenance facilities at the park entry have operated since the 1960s. The tennis pro shop was built in phases and is nowhere near large enough to meet the growing number of paddle sports players, especially with the increasing popularity of Pickleball and the continued growth of tennis programs. After decades of use for daily activity, Park staff recommends planning for the next 60 years at Westwood Golf and Tennis—starting with this design phase.

DISCUSSION:

In February 2024, Request for Proposal RFP-2324-44 for Professional Design Services for the Westwood Park Golf & Tennis Master Plan was advertised in the Norman Transcript and on

the City of Norman website. The RFP was picked up by several Design and Engineering firms throughout the state and region. Complete proposals were received from eight design teams.

The Review committee selected four design firms for interviews and recommended engaging the team's services led by GSB, Inc., from Oklahoma City. The GSB team is comprised of GSB, Inc. (Architects), along with Wallace Design Collective (Engineers and Landscape Architects), Tom Hoch Designs (Clubhouse and Sports Pro Shop Design Specialists), Craig + Coyne Designs (Golf Course Designers), and White & Associates (Cost Estimators). The process Parks intends to use to develop the master plan will include utilizing a project steering committee, a public input process, review by the Norman Board of Park Commissioners, Parks and Recreation Staff, and then adoption by the City Council.

The contract with GSB includes a schedule of input meetings, design work, and deliverables, giving the City a clear vision of renovating the arrival and hosting facilities for this immensely popular recreational space.

Attached are contract documents, including a detailed breakdown of each task and proposed dates for all meetings, workshops, public presentations, and document deliveries (Attachment A to Contract K-2324-184). Also included is a proposed project schedule (Attachment B) and a Fee Schedule for the various disciplines involved in this conceptual phase (Attachment C). Additional design work can be done in future phases once the construction budget and funding source are finalized.

Staff recommends awarding Contract Number K-2324-184 to GSB, Inc., in the total amount of \$54,240.00 for the Westwood Park Golf & Tennis Facilities Master Plan Project. The proposed funding will come from the existing capital project account established for this project and an additional appropriation from the Community Park Land Development Account Fund Balance.

RECOMMENDATION NO 1:

It is recommended that the City Council appropriate funds in the amount of \$29,240 from the Community Park Development Fund Balance (52-29000) into the Westwood Park Master Plan Project (23794442-46201 Design; Project RT0092)

RECOMMENDATION NO 2:

It is recommended that the City Council approve Contract Number K-2324-184 to GSB, Inc., in the total amount of \$54,240.00 for the Westwood Park Golf & Tennis Master Plan Project. Funding is available from the Westwood Park Master Plan project account established for this project (account 23794442-46201; project RT0092--\$54,240).

AGREEMENT FOR PROFESSIONAL ARCHITECTURE SERVICES

This Agreement is entered into between the City of Norman ("Owner") and GSB, Inc. ("Architect").

WITNESSETH:

WHEREAS, Owner intends to create a Master Plan for the Westwood Park Golf and Tennis Facilities, located at 2400 Westport Drive, Norman, Oklahoma, as specified in the RFP No. 2324-44 issued by the City of Norman, and

WHEREAS, Owner requires design services, including a public input process, preliminary report and design documents, revised final conceptual design drawings, report narrative, phasing proposal, and opinion of probable costs in connection with the Westwood Park Golf and Tennis Master Plan Project (the "Services"), and

WHEREAS, Architect is prepared to provide the Services.

NOW THEREFORE, in consideration of the promises contained in this Agreement, Owner and Architect agree as follows:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this Agreement shall be May 28, 2024.

ARTICLE 2 - SERVICES TO BE PERFORMED BY ARCHITECT

Architect shall perform the Services described in Attachment A—Scope of Services. Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 2 shall entitle the Architect to an equitable adjustment in the compensation provided in Article 5. Architect shall not perform Additional Services without prior authorization from the Owner. Additional Services shall not be authorized except by a written amendment to this Agreement.

ARTICLE 3 - SCHEDULE

Architect shall exercise its reasonable efforts to perform the Services described in Attachment A—Scope of Services according to the Schedule set forth in Attachment B—Project Schedule.

ARTICLE 4 - GOVERNING LAW; VENUE

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

ARTICLE 5 - COMPENSATION

Owner shall pay Architect in accordance with Attachment C—Fee Schedule. Invoices shall be due and payable within thirty (30) days of receipt. Owner shall give prompt written notice of any disputed amount and shall pay the remaining amount.

ARTICLE 6 - OWNER'S RESPONSIBILITIES

Owner shall provide the Architect any maps, plans or records available from the Owner's files or as described in Attachment A—Scope of Services. The Architect shall be entitled to rely on the accuracy and completeness of the information furnished by the Owner. Owner will provide timely review of plans, reports and other documents submitted by Architect.

ARTICLE 7 - STANDARD OF CARE

Architect shall exercise the same degree of care skill and diligence in the performance of the Services as is ordinarily possessed and exercised by a professional Architect, currently practicing, under similar circumstances. The Architect shall correct the Services which fail to satisfy this standard of care. No warranty, express or implied is included in this Agreement or in any drawing, specifications report or opinion produced pursuant to this Agreement.

ARTICLE 8 - LIABILITY AND INDEMNIFICATION

8.1 General. Having considered the potential liabilities that may exist during the performance of the Services, the benefits of the Project, and the Architect's fee for the Services, and in consideration of the promises contained in this Agreement, Owner and Architect agree to allocate and limit such liabilities in accordance with this Article.

8.2 Indemnification. To the extent permitted by law, including the Constitution of the State of Oklahoma, the Architect and the Owner each hereby agree to indemnify, and hold harmless the other party, its officers, servants, and employees, from and against liability for recoverable loss, damage, cost, and expense (including attorneys' fees and accountants' fees) to the extent caused by a negligent act, error, or omission of the indemnifying party in the performance of the Services under this Agreement. The indemnity provided by the Architect in this regard shall extend in favor of the Owner to liability for recoverable loss, damage, cost, and expense (including attorneys' fees and accountants' fees) to the extent caused by a negligent act, error, or omission of any sub-consultant hired by Architect for the Project. The Architect and the Owner each agree to promptly serve notice on the other party of any claims arising hereunder, and shall cooperate in the defense of any such claims. This indemnity is not limited except as provided by applicable Oklahoma law. The acceptance by Owner or its representatives of any certification of insurance providing for coverage other than as required in this Agreement to be furnished by the Architect shall in no event be deemed a waiver of any of the provisions of this indemnity provision. None of the foregoing provisions shall deprive the Owner of any action, right, or remedy otherwise available to the Owner at common law.

8.3 Employee Claims. Each party shall indemnify the other against legal liability for damages arising out of claims by its employees.

8.4 Consequential Damages. To the fullest extent permitted by law, neither party shall be liable to the other for any special, indirect or consequential damages resulting in any way from the performance of the Services.

8.5 Survival. Upon completion of all Services, obligations, and duties provided for in this Agreement, or if this Agreement is terminated for any reason, the terms and conditions of this Article shall survive.

8.6 Unanticipated Hazardous Materials. In the event hazardous material or waste is encountered by Architect during the course of performing its Services, and conditioned upon the fact that Owner did not previously advise Architect of the existence thereof, then and in that event:

a. Owner and Architect agree that the scope of services, schedule, and any cost estimates shall be adjusted and compensation to Architect shall increase as is reasonably necessary. If the discovery of hazardous substances requires Architect to take immediate measures to protect health and safety, Architect agrees to notify Owner within a reasonable time following such discovery. In addition to any required adjustments in the scope of services and cost estimate, Owner agrees to reimburse Architect for the reasonable costs of implementing measures to protect health and safety.

b. Owner shall indemnify, defend and hold Architect, its officers, directors, agents, servants and employees, harmless from any claim, demand or action brought by any third party which is based upon injury or damage caused by said hazardous material or waste.

c. Architect shall have no responsibility for the discovery, identification, remediation or removal of hazardous materials or toxic substances on or around the Project.

ARTICLE 9 - INSURANCE

During the performance of the Services under this Agreement, Architect shall maintain the following insurance:

9.1 General Liability insurance with a combined single limit of not less than \$1,000,000 for each occurrence and \$2,000,000 annual aggregate.

9.2 Automobile Liability insurance not required for this contract. No auto use included for work herein.

9.3 Workers Compensation insurance in accordance with statutory requirements and Employers' Liability Insurance with a limit of \$500,000 for each occurrence.

9.4 Professional Liability Insurance, with a limit of \$1,000,000 per claim and annual \$2,000,000 aggregate.

Architect shall furnish Owner certificates of insurance which shall include a provision that such insurance shall not be canceled by the Insurer without at least thirty (30) days written notice to Owner. All Project contractors shall be required to include Owner and Architect as additional insureds on their General Liability Insurance policies.

Architect and Owner each shall require its insurance carriers to waive all rights of subrogation against the other and its directors, officers, partners, commissioners, officials, and employees for damages covered by property insurance during and after the Surveying Services. A similar provision shall be incorporated into all contractual arrangements entered into by Owner and shall protect Owner and Architect to the same extent.

ARTICLE 10 - LIMITATIONS OF RESPONSIBILITY

Architect shall not be responsible for: (1) construction means, methods, techniques, sequences, procedures or safety and security precautions and programs in connection with the Project, (2) the failure of any contractor, subcontractor, vendor or other Project participant to fulfill contractual responsibilities to the Owner or to comply with federal, state or local laws, regulations, and codes; or (3) procuring permits, certificates and licenses required for any construction (if any—none anticipated) unless such responsibilities are specifically assigned to Architect in Attachment A, Scope of Services.

ARTICLE 11 - OPINIONS OF COST AND SCHEDULE

Since Architect has no control over the cost of labor, materials or equipment furnished by others or over the resources provided by others to meet Project schedules, Architect's opinion of probable costs and of Project schedules shall be made on the basis of experience and qualifications as a professional Architect. Architect does not guarantee that proposals, bids, or actual Project costs will not vary from Architect's costs estimates.

ARTICLE 12 - REUSE OF DOCUMENTS

Upon Owner's request, Architect shall furnish Owner with specified drawings and/or data in electronic format. All documents, including but not limited to, drawings, specifications and computer software prepared by Architect pursuant to this Agreement are instruments of Service in respect to the Project. They are not intended or represented to be suitable for reuse by Owner or others on extensions of the Project or on any other project.

ARTICLE 13 - TERMINATION

This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure acceptable to the other party.

Owner may terminate or suspend performance of this Agreement for Owner's convenience upon written notice to Architect. Architect shall terminate or suspend performance of the Services on a schedule acceptable to Owner. If termination or suspension is for Owner's convenience, Owner shall pay Architect for all the Services performed to date, amount not to exceed the normal fee amount due for the services rendered and termination or suspension expenses. Upon restart, an equitable adjustment shall be made to Architect's compensation.

ARTICLE 14 - DELAY IN PERFORMANCE

Neither Owner nor Architect shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this

Agreement, such circumstances include, but are not limited to abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riot and other civil disturbances; strikes, work slowdowns and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either Owner or Architect under this Agreement.

Should such circumstances occur the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

ARTICLE 15 - COMMUNICATIONS

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

Architect:

Michael S. Hinchey, AIA
Principal
GSB, Inc
3555 NW 58th Street Suite 700W
Oklahoma City, OK 73112
405-848-9549
Email: MHinchey@gsb-inc.com

Owner:

Jason Olsen
Director
City of Norman—Parks and Recreation
P.O. Box 370
Norman OK 73070
405-366-5471
Email: jason.olsen@normanok.gov

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

ARTICLE 16 - WAIVER

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

ARTICLE 17 - SEVERABILITY

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

ARTICLE 18 – ENTIRE AGREEMENT; AMENDMENTS

This Agreement represents the entire and integrated agreement between Owner and Architect. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may not be amended or modified, except in writing, signed by each of the parties hereto.

ARTICLE 19 - SUCCESSORS AND ASSIGNS

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

ARTICLE 20 - AUTHORITY

Each party hereto has the legal right, power and authority to enter into this Agreement. Each party's execution, delivery, and performance of this Agreement has been duly authorized, and no other action is requisite to the valid and binding execution, delivery, and performance of this Agreement, except as expressly set forth herein.

ARTICLE 21 - ASSIGNMENT

This Agreement shall not be assigned by either party without prior written consent of the other party, said consent not to be unreasonably withheld. Nothing contained in this Article shall prevent Architect from engaging independent consultants, associates, and subcontractors to assist in the performance of the Services.

ARTICLE 22 - EQUAL EMPLOYMENT OPPORTUNITY

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

ARTICLE 23 - NO THIRD PARTY RIGHTS

The Services provided for in this Agreement are for the sole use and benefit of Owner and Architect. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than Owner and Architect.



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

The City of Norman
(Owner)

GSB, Inc.
(Architect)

Signature _____

Signature Ryan Eshelman

Name _____

Name Ryan Eshelman, AIA, NCARB, LEED AP

Title _____

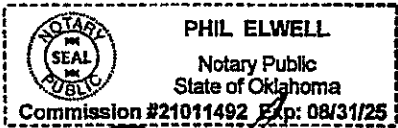
Title Principal

Date _____

Date 24 MAY 2024

Attest:

Attest:



City Clerk

Secretary [Signature] 5-24-24

Approved as to form and legality this 24 day of May 2024.



[Signature]
City Attorney



Attachment A

GSB Architectural Summary of Scope Westwood Master Plan for Westwood Park Golf and Tennis Facilities

GSB is pleased to present this proposal letter to provide Conceptual Master Planning Design Services for Norman's Westwood Park Golf Course. GSB will lead our team of design professionals as we create a master plan for facility improvements of the golf clubhouse, impacted golf course areas, and tennis facility. Our understanding of the proposed design scope includes:

- Participate in three team meetings with Norman City staff, the Steering Committee, and project stake holders.
- Provide site and building programming, conceptual design, and a cost estimate for a new golf and tennis clubhouse, new golf maintenance facilities, new golf cart storage facilities, new and remodeled tennis and pickleball courts, and remodeled golf course areas adjacent to the new buildings.
- Participate in a public meeting to collect public input for the masterplan.
- Present the final masterplan design document to the City of Norman Park Board and City Council.

The design concepts and master plan document will be produced in the form of hand sketches and computer-generated drawings. The document will be delivered in the form of 8 1/2 x 11 and 11 x 17 PDF files.

Michael S Hinchey AIA NCARB

Principal

gsb inc

3555 NW 58th Street Suite 700W

Oklahoma City, Oklahoma 73112

T 405 848 9549 M 405 923 3338

www.gsb-inc.com

Attachment B**Project Schedule**

Description	Date
City Council – Notice to Proceed	May 28, 2024
Project Kick-Off Meeting with Steering Committee (stake holders) & City Staff	June 6, 2024
Site Analysis/Survey Area/Due Diligence for Space Programming & Concept Design	June 10 – July 26, 2024
Design Review Meeting 1 w/City Staff & Steering Committee (stake holders)	July 29, 2024
Public Meeting/Presentation of Conceptual Plan (Location TBD)	August 26, 2023
Design Review Meeting 2/50% Plan Review with City Staff & Steering Committee	September 13, 2024
Present Master Plan to Park Board	October 3, 2024
Deliver Completed Master Plan to Parks and Recreation Director	October 24, 2024
Present Master Plan to City Council Study Session for Adoption Review	November 5, 2024

Contract No. K-2324-184

Attachment C**Fee Schedule (Westwood Park Golf & Tennis Facilities Conceptual Master Plan)**

Description	Fee
Team 1 – GSB, Inc. (Architectural Services)	\$23,000.00
Team 2 – Wallace Design Collective (Civil Engineering)	\$10,000.00
Team 3 – Tom Hoch Design (Golf Clubhouse Design)	\$12,500.00
Team 4 – C&C Design (Golf Course Design Specialist)	\$3,000.00
Team 5 – White & Associates (Cost Estimation)	\$5,740.00
Westwood Park Golf & Tennis Conceptual Master Plan TOTAL	\$54,240.00



The Norman Firehouse Art Center's

2024 Organization Annual Report

Fiscal Year: September 1, 2022 – August 31, 2023

Parks and Recreation Board

ANNUAL REPORT

01. Narrative of Annual Activities
02. Organization mission statement and goals
03. Fee structure
04. Number of participants
05. Breakdown of Revenue by Category
06. Revenue beginning and ending fund balance
07. Annual budget including revenues, m & o and capital costs
08. Current record of officers including who can authorize expenditures
09. Names of those responsible for maintaining books and records
10. Affirmation that organization is filing yearly tax returns
11. Name, address & phone of current board members

ATTACHMENTS

- Two-year Profit and Loss
- Breakdown of Revenues by Category
- 2022 Form 990
- FY 22-23 Statement of Activity
- FY 22-23 Statement of Financial Position
- FY 23-24 Budget
- Strategic Plan 2022
- 2024 FAC Board & Staff List

1. Narrative of Annual Activities

Overview of Activities for FY 2022 – 2023

The Firehouse Art Center (Firehouse) is a community arts center in Norman, OK established in 1970 operating out of a city-owned building which previously served as a fire station. It houses professional visual arts studios and classrooms that provide children, teen, and adult education and enrichment programs, as well as a gallery and gift shop which are free to the public. We promote visual arts awareness and accessibility, provide art exhibitions, and offer opportunities that support local artists.

In a typical year, the Firehouse serves thousands of individuals through our visual arts programming. This includes offering in-house visual arts classes to children, teens, and adults through quarterly semesters. Classes are offered in a variety of mediums, including painting, jewelry making, glass, and ceramics. The Firehouse's outreach programming strives to make arts education available to all individuals, regardless of age, ability, or socioeconomic status. We pursue this goal through accessibility programming for underserved communities, including our programs for veterans, disabled adults, and the elderly, as well as art experiences at local events and festivals. All Firehouse outreach programming is offered at no cost to the participants.

The Firehouse, along with granting partners the Oklahoma Arts Council, the Norman Arts Council, and Allied Arts, continues to build a cultural infrastructure to strengthen the arts in Norman and its surrounding communities. By offering equal access to educational, high-quality visual art opportunities for everyone, regardless of their socioeconomic background, the Firehouse is laying the groundwork for generations of individuals with the knowledge, appreciation, and personal investment in the arts to become advocates for the future of the arts in the state of Oklahoma.

Arts Education

The Firehouse offers in-house visual arts classes and workshops to hundreds of individuals each year. These classes are offered in a variety of mediums and developed for a wide range of artistic aptitudes and skill levels. The Firehouse's children's



programming follows *Oklahoma Academic Standards for Fine Arts* guidelines. Children's classes are offered for ages 5-14 through our Art After School Program during the Winter, Spring, and Fall semesters and our Children's Summer Art Program during the Summer semester.

The Youth Program is designed to supplement the visual arts education available in Norman and area middle and high schools. These advanced classes and workshops focus on increasing technical study for ages 10 to 17 and encourage creativity and self-expression while setting high expectations for the development of technical visual arts skills.

Accessibility Programming

Healing Studio, an open studio environment for adults with varying degrees of cognitive, physical, and learning disabilities, is held at the Firehouse in 32 weekly sessions. Participants are introduced to visual arts principles and materials, art history, and methods of expression in a supportive environment.

Art Forces is a creative new Firehouse program which was begun in April, 2023. This program, taught by a veteran instructor, offers veterans and active service members a welcoming environment to explore their creativity. These classes meet once per month and are offered at no cost to the participants.

Healing Outreach, in partnership with local retirement communities like Rivermont Independent Living, is a new Firehouse program which offers visual arts activities and enrichment to the elderly in our community.



Community Outreach Programming

In an effort to reach more underserved populations and engage more people with the visual arts, the Firehouse developed partnerships with Norman and metro area community organizations to facilitate free art activities at events and festivals. These events include the City of Norman Parks and Recreation's Outdoor Movie Series, and Earth Day, the University of Oklahoma's National Weather Festival, The Science Museum's Tinkerfest, and more. Last year, the Firehouse added City of Norman Parks and Recreation's International Festival and Juneteenth, and Assistance League of Norman's May Fair to our outreach events. These events attract children and adults from a wide geographic base, encompassing an even broader area than that of participants in our in-house classes. The scope and range of programming implemented by the Firehouse is designed to ensure all individuals, regardless of age or socioeconomic status, are able to participate and engage with visual art.



The **Firehouse Gallery and Gift Shop** are free to the public, promote visual arts awareness and community involvement, and provide visual arts exhibitions and opportunities that support local artists. The Firehouse's gift shop is unique to Norman, as 95% of the artists represented are Oklahoma-based and all items in the gift shop are high quality, original fine arts and craft pieces.

In January 2023, the Firehouse reopened the Firehouse Gallery with an exciting exhibition calendar. The gallery now presents three in-house exhibitions and three culturally relevant exhibitions each year and provides free art experiences and programming.

Last year, the Firehouse **partnered with several new organizations** to provide additional arts programming in Norman. These included working with Norman Cultural Connection and the University of Oklahoma to provide additional gallery programming, partnering with the Norman Parks Foundation to create four new murals in Lions Park, and partnering with Oscillator Press to reopen the Firehouse's printmaking studio.

2. Organization Mission Statement and Strategic Plan

Mission Statement

The Norman Firehouse Art Center enriches our community by offering the highest quality visual arts education, experiences, and exhibitions.

Strategic Plan

Please refer to the attachment “Strategic Plan outline-priorities 2022” to view our strategic plan.

3. Fee Structure

Children’s Classes

- **Art After School:**
\$105.00 for 8 weeks/10 hours of visual arts education
- **Children’s Summer Art Program:**
\$105.00 for 1 week/10 hours of visual arts education
OR
\$210.00 for 2 weeks/20 hours of visual arts education
- **Youth and Teen Program:**
\$176.00 for 8 weeks/16 hours of arts education

Adult Classes

- **Drawing:** \$176.00 for 8 weeks/16 hours of lessons
- **Painting:** \$176.00 for 8 weeks/16 hours of lessons
- **Printmaking:** \$176.00 for 8 weeks/16 hours of lessons
- **Jewelry:** \$228.00 for 8 week/24 hours of lessons
- **Glass:** \$176.00 for 8 week/16 hours of lessons
- **Ceramics:** \$200.00 for 8 week/16 hours of lessons

Classes may have additional material and/or technical fees.

Workshops

The Firehouse sometimes offers seasonal workshops on a quarterly basis; these workshops give new and returning students a taste of the mediums and techniques offered in the longer semesters. Prices for these workshops vary depending on their length and medium.

Adults with Disabilities

Healing Studio is free to participants through scholarships valued at \$30 per weekly, two-hour session. The Firehouse provides up to 12 scholarships a week to individuals with varying degrees of cognitive, physical, and learning disabilities through the Healing Studio program. The weekly sessions provide a supportive, low stress environment for students to experiment with their own creative process.

Scholarships

- 18 scholarships were awarded to children and teens for 10 hours of visual arts classes.
 - Executive Director determines eligibility of each applicant.
 - **Art Stars scholarships** are awarded based on artistic aptitude.
 - **Needs-based scholarships** are offered upon request to students with free and reduced lunch qualification.
 - 118 weekly Healing Studio scholarships were awarded to adults for 2-hour sessions.
-

4. Number of Participants

Age of Participants

- Children's Classes: 5-14
- Teen Classes: 13-17
- Adult Classes: 17 and up

Summary of Participants for FY 22-23

PROGRAMS	ATTENDANCE 21-22	ATTENDANCE 22-23
Gallery and Giftshop	507	947
Community Events	1,285	2,276
Community Arts Programming	1,792 total attendees	3,223 total attendees
Children's Art Classes	282	314
Teen Classes	24	21
Adult Classes	325	381
Accessibility Programming	118	338
Arts Learning in the Community	749 total students	1054 total students
TOTAL PARTICIPANTS	2,541	4,277

5. Breakdown of Revenue by Category

Please refer to the attachment "05. Breakdown of Revenues by Category" to view our sources of income.

6. Revenue Beginning and Ending Fund Balance

Please refer to the attachment "2 Year P&L" to view our revenue beginning and ending fund balance.

7. Annual budget including revenues, m&o and capital costs

Please refer to the attachment “FY 23-24 Statement of Financial Position” to view our financial information.

Please refer to the attachment “Budget FY2023-2024” to view our budget.

8. Current record of officers including who can authorize expenditures

BOARD MEMBERS

President: Kendall Hurley

Secretary: Dr. Jeff Buyten

Treasurer: Jordan Stringer

Kaimee Kellis

Richard McKown

Tanya Ingels

Ricci McManaman

Allison Palmer

Advisory Board: Fred Schmidt

STAFF

Executive Director/Curator: Andy Couch

Programs Coordinator: Dr. Nikki Krumwiede

Artist Coordinator: Casey Gilman

Communications Coordinator: Sammy Babb

ACCOUNTING

Contract Accountant: Susan Barnes

LATINO CULTURAL COMMITTEE

Narciso Argüelles

Sam Wargin Grimaldo

Mariana Llanos

FACULTY

Jewelry: Elyse Bogart

Glass: Chris Burnett

Ceramics: Katherine Gaff

Ceramics: Tim Sullivan

Painting: Barbara Benton

Painting: Karis Chambers

Painting: Thomas Stotts

Painting: Kori Caparelli

Embroidery: Darci Lenker

Printmaking: Eric Piper

Printmaking: Jenna Bryan

Photography: Chase Spivey

Art Forces Instructor: Brendon “B” Williams

Teen Instructor: Lacy Jo Burgess-Cady

Children’s Instructor: Jane Lawson

Children’s Instructor: Lumen Miramontes

Children’s Instructor: Katie Pendley

Children’s Instructor: Deanna Wong

Drawing: Braden Denton

Board President Kendal Hurley, Treasurer Jordan Stringer, and Executive Director/Curator Andy Couch can authorize expenditures.

9. Names of those responsible for maintaining books and records

Executive Director/Curator: Andy Couch

Contract Accountant: Susan Barnes

10. Affirmation that organization is filing yearly tax returns

Please refer to the attachment “FY 22-23 Statement Activity” to view our financial statements for the past year.

Please refer to the attachment “NORMAN FIREHOUSE ART CENTER, INC 990_2022” to view our tax statements for the past year.

11. Name, address & phone of current board members

Please refer to the attachment “2024 FAC Board & Staff List” to view the Name, address & phone of current board members.

May 2024
FIREHOUSE ART CENTER
BOARD OF DIRECTORS AND STAFF
normanfirehouse.com

Item 3.

DIRECTORS

Chair: Kendall Hurley – (c) 405-401-9987 - 4030 Carrington Lane, Norman, OK 73072 – kendall.stuhr@gmail.com (Nurse Anesthetist - Norman Anesthesia Providers) (1st Term Start: May 2020)

Treasurer: Jordan Stringer – (w) 405-515-7805 – (c) 405-308-1587 – 311 Glen Drive, Yukon, OK 73099 – (w) Jordan.stringer@firsunitedbank.com, (p) stringerjordan@hotmail.com – (Commercial Loan & Client Relationship Assistant – First United Bank) (1st Term Start: August 2022)

Secretary: Dr. Jeff Buyten – (c) 405-301-0648 – 4117 Bentbrook Place, Norman, OK 73072 – jbuyten@gmail.com (Medical Doctor – Oklahoma Otolaryngology Associates) (1st Term Start: October 2023)

Richard McKown – (c) 405-637-8742 – 4409 Cannon Drive, Norman, OK 73072 – mckownrichard@mac.com – (Real Estate Developer – SSLM Development LLC) (1st Term Start: October 2022)

Kaimee Kellis – (c) 405-881-2075 – 615 N. Peters Ave., Norman, OK 73069 – kaimee@kellistankersley.com – (Instructor, University of Oklahoma; Managing Attorney, Kellis Tankersley, PLLC) (1st Term Start: September 2023)

Tanya Ingels – (c) 405-820-5593 – 2020 Hallbrooke Drive, Norman, OK 73071 – steve2biz@sbcglobal.net (Optometrist) (1st Term Start: November 2023)

Ricci McManaman – (c) 405-990-1069 – 901 N Porter Ave. Norman, OK 73071 – riccimcmanaman@gmail.com (Clinical Outcomes Specialist – Norman Regional Health System) (1st Term Start: November 2023)

Allison Palmer – (c) 405-596-5816 – 726 Long Circle, Norman, OK 73071 – apalmer@ou.edu (University of Oklahoma) (1st Term Start: February 2024)

Advisory Board: Fred Schmidt – (c) 405-990-5922 / (w) 405-842-9556 ext. 225 – 2304 Regis Court, Norman, OK 73071 – (w) fschmidt@fsb-ae.com (Principal, FSB Architects & Engineers) (1st Term Start: December 2017)

STAFF

Executive Director/Curator: Andy Couch – (c) 580-484-0876 – 1908 Vine Street, Norman, OK 73071 – andy@normanfirehouse.com

Programs Coordinator: Nikki Krumwiede – (c) 417-399-0429 – 2212 Cowan Place, Moore, OK 73160 – nikki@normanfirehouse.com

Artist Coordinator: Casey Gilman – (c) 405-550-4115 – 216 Atterberry Drive. Norman, OK 73071 - casey@normanfirehouse.com

Communications Coordinator: Sammy Babb – (c) 405-626-5066, 1125 Brandywine Lane Apt. 3, Norman, OK 73071 sammy@normanfirehouse.com

Accounting Services: Sulia CPA Susan Barnes (CPA), susan@suliacpa.com – (c) 405-310-9469

Norman Firehouse Art Center

Item 3.

Budget FY22-23

September 2022 - August 2023

	TOTAL
Revenue	
4000 Contributions	
4002 Business/Corp./Fdns/Sponsors	14,000.00
4003 Individuals	5,000.00
4004 Other Contributions	26,050.00
Total 4000 Contributions	45,050.00
4100 Investment Income	
4110 Endowment Income	10,900.00
Total 4100 Investment Income	10,900.00
4200 Support	
4201 City	60,000.00
4202 State Oklahoma Arts Council	24,000.00
4204 Norman Arts Council	18,000.00
4206 Allied Arts-Allocation	19,000.00
4208 Allied Arts-Grants	20,000.00
4209 Other Support	3,000.00
Total 4200 Support	144,000.00
4300 Memberships	
4302 General Public Members	11,000.00
4303 Board Members	2,000.00
Total 4300 Memberships	13,000.00
4400 Classes	
4401 Materials Income	11,000.00
4403 Tuition	107,250.00
Total 4400 Classes	118,250.00
4500 Sales	
4501 Gallery Sales	10,000.00
4503 Gift Shop Sales	20,000.00
Total 4500 Sales	30,000.00
4600 Special Events Income	
4625 Creativity Private Event	500.00
Total 4600 Special Events Income	500.00
4800 Other Revenues	
4801 Interest Income	3,000.00
4807 Other Misc. Revenue	200.00
Total 4800 Other Revenues	3,200.00
4850 In-Kind Revenues	77,300.00
Total Revenue	\$442,200.00
GROSS PROFIT	\$442,200.00
Expenditures	
5000 Salary Wages	183,500.00
5100 Payroll Expenses	
5101 Benefits and Vacation	13,500.00

Norman Firehouse Art Center

Item 3.

Budget FY22-23

September 2022 - August 2023

	TOTAL
5102 Taxes	15,615.00
Total 5100 Payroll Expenses	29,151.00
5300 Professional Services	
5301 Accounting	21,500.00
5303 Design	5,000.00
5305 Artist Commission	12,500.00
5306 Instructor Fees	42,000.00
5308 Other Professional Fees	1,600.00
5310 Misc. Services	1,000.00
Total 5300 Professional Services	83,600.00
5350 Travel	
5351 Business Meals	250.00
5352 Room & Board	250.00
5354 Conferences	1,000.00
Total 5350 Travel	1,500.00
5400 Supplies	
5401 Art Materials	5,000.00
5404 Office Supplies	1,200.00
5416 Health & Safety	200.00
Total 5400 Supplies	6,400.00
5412 Exhibit Programming Expense	10,000.00
5450 Postage	750.00
5500 Occupancy Expenses	
5501 Janitorial	5,000.00
5502 Copier	425.00
5503 Repairs and Maintenance	2,200.00
5505 Telephone/Internet	2,000.00
5506 Security System	1,200.00
5507 Rent	1,000.00
5508 OG&E	2,000.00
5509 ONG	725.00
5510 Utilities	450.00
Total 5500 Occupancy Expenses	15,000.00
5600 Membership Discounts-Tuition	2,000.00
5601 Member Discount-Gift/Gallery	500.00
5630 Other Discounts	100.00
5900 Printing	1,500.00
6000 Advertising	1,700.00
6001 Marketing	2,500.00
6010 Awards and Gifts	100.00
6015 Entertainment/Recruiting	400.00
6017 Entertainment/Food	800.00
6021 Credit Card Fees	4,000.00
6030 Insurance	

Norman Firehouse Art Center

Item 3.

Budget FY22-23

September 2022 - August 2023

	TOTAL
6032 Liability	9,500.00
6033 Workers' Compensation	1,400.00
Total 6030 Insurance	10,900.00
6150 City/Chamber Events	100.00
6200 Special Events Expense	500.00
6210 Dues and Subscriptions	1,800.00
6220 Equipment Acquisition	250.00
6230 Technology	
6231 Computer Equipment	500.00
6232 Website & Software Expenses	1,500.00
6233 Digital Cameras & Misc Equip	250.00
Total 6230 Technology	2,250.00
6400 Fundraising	500.00
6500 Depreciation	5,000.00
6660 In-Kind Expenses	77,300.00
6700 Miscellaneous Expense	99.00
Total Expenditures	\$442,200.00
NET OPERATING REVENUE	\$0.00
NET REVENUE	\$0.00

Norman Firehouse Art Center

Item 3.

Budget FY2023-2024
September 2023 - August 2024

	TOTAL
Revenue	
4000 Contributions	
4002 Business/Corp./Fdns/Sponsors	20,000.00
4003 Individuals	5,000.00
Total 4000 Contributions	25,000.00
4100 Investment Income	
4110 Endowment Income	11,000.00
Total 4100 Investment Income	11,000.00
4200 Support	
4201 City	120,000.00
4202 State Oklahoma Arts Council	36,958.00
4204 Norman Arts Council	39,500.00
4206 Allied Arts-Allocation	19,000.00
4208 Allied Arts-Grants	20,000.00
4209 Other Support	10,000.00
Total 4200 Support	245,458.00
4300 Memberships	
4302 General Public Members	13,500.00
4303 Board Members	2,500.00
Total 4300 Memberships	16,000.00
4400 Classes	
4401 Materials Income	10,000.00
4403 Tuition	103,000.00
Total 4400 Classes	113,000.00
4500 Sales	
4501 Gallery Sales	2,500.00
4503 Gift Shop Sales	20,000.00
Total 4500 Sales	22,500.00
4800 Other Revenues	
4801 Interest Income	2,000.00
4807 Other Misc. Revenue	250.00
Total 4800 Other Revenues	2,250.00
4850 In-Kind Revenues	77,300.00
Total Revenue	\$512,508.00
GROSS PROFIT	\$512,508.00
Expenditures	
5000 Salary Wages	212,000.00
5100 Payroll Expenses	
5101 Benefits and Vacation	18,000.00
5102 Taxes	17,000.00
Total 5100 Payroll Expenses	35,000.00
5300 Professional Services	
5301 Accounting	21,500.00

Norman Firehouse Art Center

Item 3.

Budget FY2023-2024
September 2023 - August 2024

	TOTAL
5303 Design	6,000.00
5305 Artist Commission	10,000.00
5306 Instructor Fees	40,000.00
5308 Other Professional Fees	2,500.00
5310 Misc. Services	1,000.00
Total 5300 Professional Services	81,000.00
5350 Travel	
5351 Business Meals	250.00
5354 Conferences	2,000.00
Total 5350 Travel	2,250.00
5400 Supplies	
5401 Art Materials	10,000.00
5404 Office Supplies	2,500.00
5416 Health & Safety	200.00
Total 5400 Supplies	12,700.00
5412 Exhibit Programming Expense	12,000.00
5450 Postage	1,000.00
5500 Occupancy Expenses	
5501 Janitorial	7,500.00
5502 Copier	350.00
5503 Repairs and Maintenance	500.00
5505 Telephone/Internet	1,500.00
5506 Security System	1,200.00
5507 Rent	1,000.00
5508 OG&E	2,500.00
5509 ONG	1,100.00
5510 Utilities	1,500.00
Total 5500 Occupancy Expenses	17,150.00
5600 Membership Discounts-Tuition	2,000.00
5601 Member Discount-Gift/Gallery	500.00
5630 Other Discounts	100.00
5900 Printing	1,500.00
6000 Advertising	1,500.00
6001 Marketing	2,500.00
6010 Awards and Gifts	200.00
6015 Entertainment/Recruiting	250.00
6017 Entertainment/Food	2,500.00
6021 Credit Card Fees	5,000.00
6030 Insurance	
6032 Liability	8,500.00
6033 Workers' Compensation	1,500.00
Total 6030 Insurance	10,000.00
6200 Special Events Expense	1,500.00
6210 Dues and Subscriptions	2,500.00

Norman Firehouse Art Center

Item 3.

Budget FY2023-2024
September 2023 - August 2024

	TOTAL
6230 Technology	
6231 Computer Equipment	250.00
6232 Website & Software Expenses	2,500.00
Total 6230 Technology	2,750.00
6400 Fundraising	500.00
6500 Depreciation	6,500.00
6660 In-Kind Expenses	77,300.00
6700 Miscellaneous Expense	100.00
Total Expenditures	\$490,300.00
NET OPERATING REVENUE	\$22,208.00
NET REVENUE	\$22,208.00

Norman Firehouse Art Center

Item 3.

Statement of Financial Position

As of August 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Armstrong Bank	318,533.01
1001 Arvest Bank Money Market Acct.	20,720.33
1003 PayPal	252.25
1005 First United Acct	107,257.05
1010 Valliance Money Market Acct	20,460.42
1250 Petty Cash Fund	252.80
Total Bank Accounts	\$467,475.86
Accounts Receivable	
1200 Accounts Receivable	5,875.00
Total Accounts Receivable	\$5,875.00
Other Current Assets	
1121 Inventory	2,132.70
1225 Prepaid Insurance & Other Items	3,690.93
Total Other Current Assets	\$5,823.63
Total Current Assets	\$479,174.49
Fixed Assets	
1305 Other Property and Equipment	38,319.98
1310 Leasehold Improvements	20,928.63
1315 Memorial Gardens	19,150.21
1350 Accumulated Depreciation	-52,240.70
Total Fixed Assets	\$26,158.12
Other Assets	
1400 Investments	0.00
1405 Master's Endowment Liability Fund	30,173.81
1410 FAC Liability # 323	123,991.12
1445 Madole Arts Education Liability Fund #1231	10,498.77
Total 1400 Investments	164,663.70
Total Other Assets	\$164,663.70
TOTAL ASSETS	\$669,996.31

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 Accounts Payable	696.54
-----------------------	--------

Total Accounts Payable	\$696.54
-------------------------------	-----------------

Credit Cards

2005 VISA Corporate Card	1,062.67
--------------------------	----------

Total Credit Cards	\$1,062.67
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Other Current Liabilities

2100 Payroll Liabilities	0.00
--------------------------	------

Federal Taxes (941/943/944)	1,169.64
-----------------------------	----------

OK Income Tax	251.00
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OK Unemployment Tax	228.64
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Total 2100 Payroll Liabilities	1,649.28
---------------------------------------	-----------------

2110 Accrued Artists Commissions	509.93
----------------------------------	--------

2112 Accrued Other Liabilities	400.00
--------------------------------	--------

2120 Deferred Tuition & Other	24,592.00
-------------------------------	-----------

2195 Certificates-Gift	500.00
------------------------	--------

2200 Sales Tax Payable	0.00
------------------------	------

OTC Payable	82.78
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Total 2200 Sales Tax Payable	82.78
-------------------------------------	--------------

Total Other Current Liabilities	\$27,733.99
--	--------------------

Total Current Liabilities	\$29,493.20
----------------------------------	--------------------

Total Liabilities	\$29,493.20
--------------------------	--------------------

Equity

3900 Net Assets Without Donor Restriction	595,629.74
---	------------

3901 Net Assets with Donor Restriction	25,000.00
--	-----------

Net Revenue	19,873.37
-------------	-----------

Total Equity	\$640,503.11
---------------------	---------------------

TOTAL LIABILITIES AND EQUITY	\$669,996.31
-------------------------------------	---------------------

Norman Firehouse Art Center

Item 3.

Statement of Activity

September 2022 - August 2023

	TOTAL
Revenue	
4000 Contributions	
4002 Business/Corp./Fdns/Sponsors	13,400.00
4003 Individuals	6,377.22
4008 Donor Restricted Contributions	2,000.00
Total 4000 Contributions	21,777.22
4100 Investment Income	
4110 Endowment Income	10,961.08
Total 4100 Investment Income	10,961.08
4200 Support	
4201 City	120,000.00
4202 State Oklahoma Arts Council	34,219.00
4204 Norman Arts Council	23,625.00
4206 Allied Arts-Allocation	19,391.49
4208 Allied Arts-Grants	15,000.00
4209 Other Support	7,372.00
Total 4200 Support	219,607.49
4300 Memberships	
4302 General Public Members	15,400.00
4303 Board Members	2,700.00
Total 4300 Memberships	18,100.00
4400 Classes	
4401 Materials Income	9,512.51
4403 Tuition	110,755.99
4404 Cancellation Refunds	-6,689.25
Total 4400 Classes	113,579.25
4500 Sales	
4501 Gallery Sales	2,600.00
4503 Gift Shop Sales	18,053.43
Total 4500 Sales	20,653.43
4800 Other Revenues	
4801 Interest Income	2,417.17
4807 Other Misc. Revenue	221.72
4809 Unrealized Gain/Loss on Invest	5,998.66
Total 4800 Other Revenues	8,637.55
4850 In-Kind Revenues	77,300.00
Total Revenue	\$490,616.02
Cost of Goods Sold	
5001 Cost of Goods Sold	274.78
Total Cost of Goods Sold	\$274.78
GROSS PROFIT	\$490,341.24

Expenditures

5000 Salary Wages	186,558.25
5100 Payroll Expenses	
5101 Benefits and Vacation	17,623.74
5102 Taxes	15,643.75
Total 5100 Payroll Expenses	33,267.49
5300 Professional Services	
5301 Accounting	21,446.00
5303 Design	5,935.04
5305 Artist Commission	8,439.29
5306 Instructor Fees	34,678.80
5308 Other Professional Fees	3,504.80
5309 Programming Assistants	-20.00
5310 Misc. Services	983.00
Total 5300 Professional Services	74,966.93
5350 Travel	
5351 Business Meals	20.87
5353 Transportation	550.98
5354 Conferences	1,247.41
Total 5350 Travel	1,819.26
5400 Supplies	
5401 Art Materials	9,982.48
5404 Office Supplies	4,706.54
Total 5400 Supplies	14,689.02
5412 Exhibit Programming Expense	20,288.05
5450 Postage	905.77
5500 Occupancy Expenses	
5501 Janitorial	7,124.16
5502 Copier	327.16
5503 Repairs and Maintenance	867.44
5505 Telephone/Internet	1,671.12
5506 Security System	1,345.63
5507 Rent	1,063.33
5508 OG&E	2,859.01
5509 ONG	1,030.09
5510 Utilities	1,465.75
Total 5500 Occupancy Expenses	17,753.69
5600 Membership Discounts-Tuition	1,845.20
5601 Member Discount-Gift/Gallery	436.66
5630 Other Discounts	572.64
5900 Printing	2,581.77
6000 Advertising	1,680.88
6001 Marketing	2,353.34
6010 Awards and Gifts	259.07
6015 Entertainment/Recruiting	315.00
6017 Entertainment/Food	3,599.43
6020 Bank Service Charges	72.92
6021 Credit Card Fees	4,895.15

		Item 3.
6030 Insurance		
6032 Liability		7,740.47
6033 Workers' Compensation		1,748.16
Total 6030 Insurance		9,488.63
6200 Special Events Expense		1,703.04
6210 Dues and Subscriptions		2,614.68
6220 Equipment Acquisition		1,550.76
6230 Technology		
6231 Computer Equipment		105.86
6232 Website & Software Expenses		2,488.16
Total 6230 Technology		2,594.02
6500 Depreciation		6,356.22
6660 In-Kind Expenses		77,300.00
Total Expenditures		\$470,467.87
NET OPERATING REVENUE		\$19,873.37
NET REVENUE		\$19,873.37



Gray, Blodgett & Company, PLLC

CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS ADVISORS

629 24TH AVE SW
NORMAN, OKLAHOMA 73069
(405) 360-5533 FAX (405) 364-3771

TED BLODGETT, CPA/ABV
C. JANESE SHEPARD, CPA
ROSS H. ROYE, CPA
PHILIP BERTRAND, CPA
SAM BLODGETT, CPA
CYNTHIA K. BYARS, CPA
JERRY D. KING, CPA
BLAKE T. MCGUCKIN, CPA
BREE MONTOYA, CPA/ABV, CVA
RHONDA E. RAY, CPA
BRIAN C. WILKINS, CPA
TIM WILSON, CPA
JASON D. WINTERS, CPA

Item 3.

February 1, 2024

Andy Taylor Couch
Firehouse Art Center, Inc.
444 S. Flood
Norman, OK 73069

Dear Andy:

Enclosed are the original and one copy of your income tax returns for the period ended August 31, 2023 for Firehouse Art Center, Inc. as follows:

2022 8879-TE – IRS E-File Signature Authorization
2022 990 - Return of Organization Exempt from Income Tax
2022 512-E - Oklahoma Return of Organization Exempt from Income Tax

Each original should be dated, signed and filed in accordance with the filing instructions. The copy should be retained for your files.

Filing instructions:

Form 8879-TE – IRS E-File Signature Authorization Form

The original form should be signed (use full name) and dated by an authorized officer of the organization. Return the signed Form 8879-TE to Gray, Blodgett and Company, PLLC as soon as possible. No payment of tax is required.

This form serves as a replacement for your signature that would be affixed to Form 990 if you paper filed your return; **please do not separately file Form 990 with the Internal Revenue Service.** Doing so will delay the processing of your return.

We must receive your signed form before we can electronically transmit your return, which is due on July 15, 2024. We would appreciate your returning this form as soon as possible as this will expedite the processing of your return. The Internal Revenue Service will notify us when your return is accepted. Your return is not considered filed until the Internal Revenue Service confirms their acceptance, which may occur after the due date of the return.



Firehouse Art Center, Inc.
February 1, 2024
Page Two

Form 512-E – Oklahoma Return of Organization Exempt from Income Tax

The original return should be signed (using full name and title) and dated on page one by an authorized officer of the organization. No payment of tax is required.

The signed return should be mailed on or before July 15, 2024 to:

Oklahoma Tax Commission
P.O. Box 26800
Oklahoma City, OK 73126-0800

We recommend that you obtain and preserve proof of timely filing by use of Certified Mail with postmarked receipts. As you know, the returns were prepared from information made available without audit or verification; accordingly, we suggest that you carefully review the returns and we will be pleased to answer any questions you may have concerning the preparation.

GRAY, BLODGETT & COMPANY, PLLC
Certified Public Accountants

Form **8879-TE****IRS e-file Signature Authorization
for a Tax Exempt Entity**

OMB No. 1545-0047

For calendar year 2022, or fiscal year beginning 9/01, 2022, and ending 8/31, 20 23.**Do not send to the IRS. Keep for your records.**
Go to www.irs.gov/Form8879TE for the latest information.**2022**Department of the Treasury
Internal Revenue Service
Name of filer**NORMAN FIREHOUSE ART CENTER, INC.**

EIN or SSN

23-7112097Name and title of officer or person subject to tax **ANDY TAYLOR COUCH**
EXECUTIVE DIRECTOR**Part I Type of Return and Return Information**

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b**, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a Form 990 check here <input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b 407,043
2a Form 990-EZ check here <input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b
3a Form 1120-POL check here <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b
4a Form 990-PF check here <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part V, line 5)	4b
5a Form 8868 check here <input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b
6a Form 990-T check here <input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b
7a Form 4720 check here <input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b
8a Form 5227 check here <input type="checkbox"/>	b FMV of assets at end of tax year (Form 5227, Item D)	8b
9a Form 5330 check here <input type="checkbox"/>	b Tax due (Form 5330, Part II, line 19)	9b
10a Form 8038-CP check here <input type="checkbox"/>	b Amount of credit payment requested (Form 8038-CP, Part III, line 22) 10b	

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☒ I am an officer of the above entity or ☐ I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2022 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☒ I authorize **GRAY, BLODGETT & COMPANY, PLLC** to enter my PIN **13925** as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax _____

Date _____

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

73783573069

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2022 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature **C JANESE SHEPARD**

Date _____

ERO Must Retain This Form — See Instructions**Do Not Submit This Form to the IRS Unless Requested To Do So**For Privacy Act and Paperwork Reduction Act Notice, see back of form.
DAAForm **8879-TE** (2022)

Form **990**Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

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

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

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

OMB No. 1545-0047

2022
 Open to Public
 Inspection

A For the 2022 calendar year, or tax year beginning 09/01/22, and ending 08/31/23
B Check if applicable:

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

C Name of organization

NORMAN FIREHOUSE ART CENTER, INC.

Doing business as

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

444 SOUTH FLOOD

Room/suite

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

NORMAN
OK 73069
D Employer identification number

23-7112097
E Telephone number

405-329-4523
G Gross receipts\$

407,043
F Name and address of principal officer:

ANDY TAYLOR COUCH
444 SOUTH FLOOD
NORMAN
OK 73069
H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. See instructions

I Tax-exempt status:

☒

501(c)(3)

☐

501(c) () (insert no.)

☐

4947(a)(1) or

☐

527

J Website:

WWW.NORMANFIREHOUSE.COM
H(c) Group exemption number

K Form of organization:

☒

Corporation

☐

Trust

☐

Association

☐

Other

L Year of formation: **1971**
M State of legal domicile: **OK**
Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities:			
	SEE SCHEDULE O			
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
	3	Number of voting members of the governing body (Part VI, line 1a)		
	4	Number of independent voting members of the governing body (Part VI, line 1b)		
	5	Total number of individuals employed in calendar year 2022 (Part V, line 2a)		
	6	Total number of volunteers (estimate if necessary)		
Revenue	7a	Total unrelated business revenue from Part VIII, column (C), line 12		
	7b	Net unrelated business taxable income from Form 990-T, Part I, line 11		
	Prior Year		Current Year	
	8	195,948	241,385	
	9	124,932	152,058	
	10	12,641	13,378	
	11		222	
	12	333,521	407,043	
	Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	
		14	Benefits paid to or for members (Part IX, column (A), line 4)	
15		170,193	219,826	
16a		Professional fundraising fees (Part IX, column (A), line 11e)		
b		Total fundraising expenses (Part IX, column (D), line 25)		
17		149,806	173,342	
18		319,999	393,168	
19		13,522	13,875	
Net Assets or Fund Balances		Beginning of Current Year		End of Year
		20	638,853	669,996
	21	18,225	29,494	
	22	620,628	640,502	

Part II Signature Block

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

Sign Here	Signature of officer		Date	
	ANDY TAYLOR COUCH		EXECUTIVE DIRECTOR	
Paid Preparer Use Only	Print/Type preparer's name		Preparer's signature	Date
	C JANESE SHEPARD		C JANESE SHEPARD	
	Firm's name		Firm's EIN	
	Firm's address		Phone no.	

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

☐ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

DAA

Form **990** (2022)

Form 990 (2022) **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **2****Part III Statement of Program Service Accomplishments**

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

☒**1** Briefly describe the organization's mission:**SEE SCHEDULE O****2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?☐ Yes ☒ No

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

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

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

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.**4a** (Code:) (Expenses \$ **48,092** including grants of\$) (Revenue \$ **49,311**)

THE FIREHOUSE PROVIDES VISUAL ARTS EDUCATION TO 306 CHILDREN IN-HOUSE THROUGH ITS ART AFTER SCHOOL AND CHILDREN'S SUMMER ART PROGRAMS. THESE CLASSES OPERATE UNDER THE FIREHOUSE'S "CREATING WITH THE MASTERS" CURRICULUM, WHICH INTRODUCES CHILDREN TO THE WORKS OF MASTER AND MODERN ARTISTS AND TEACHES STUDENTS ABOUT THE HISTORY OF ART, MUSEUMS, AND ART TECHNIQUES WHILE FULFILLING THE OKLAHOMA STANDARDS FOR FINE ARTS: VISUAL ARTS GUIDELINES. THE FIREHOUSE IS ALSO THE NUMBER ONE PROVIDER OF VISUAL ARTS EDUCATION IN NORMAN'S PUBLIC ELEMENTARY SCHOOLS.

4b (Code:) (Expenses \$ **99,826** including grants of\$) (Revenue \$ **82,590**)

THE FIREHOUSE PROVIDED ADULT VISUAL ARTS CLASSES IN A FULL RANGE OF ARTISTIC MEDIUMS TO APPROXIMATELY 443 INDIVIDUALS DURING THE CURRENT YEAR. THIS INCLUDES PROGRAMMING FOR US ARMED FORCES VETERANS AT THE NORMAN VETERANS CENTER AND ADULTS WITH VARYING DEGREES OF COGNITIVE AND PHYSICAL DISABILITIES IN THE FIREHOUSE'S HEALING STUDIO. HEALING STUDIO IS OFFERED FREE OF CHARGE TO ITS PARTICIPANTS THROUGH 12 SCHOLARSHIPS AVAILABLE WEEKLY, FOR APPROXIMATELY 32 WEEKS EACH YEAR. THE FIREHOUSE IS ALSO A PARTNER TO MANY COMMUNITY EVENTS, PROVIDING APPROXIMATELY 1,285 INDIVIDUALS WITH FREE ARTS EXPERIENCES DURING THE YEAR.

4c (Code:) (Expenses \$ **53,620** including grants of\$) (Revenue \$ **20,379**)

THE FIREHOUSE GIFT SHOP IS UNIQUE TO NORMAN, REPRESENTING ORIGINAL HIGH-QUALITY FINE ART PIECES AT MULTIPLE PRICE POINTS. NINETY PERCENT OF THE ARTISTS ARE FROM OKLAHOMA AND MAKE THEIR LIVING FROM ARTWORK SALES. OVER ONE HUNDRED ARTISTS ARE REPRESENTED IN THE GIFT SHOP DISPLAYING: JEWELRY, FUSED GLASS, CERAMICS, PAINTING, DRAWING, SCULPTURE, AND HOLIDAY CARDS. THE FIREHOUSE GALLERY AND GIFT SHOP ARE FREE AND OPEN TO THE PUBLIC SIX DAYS A WEEK. THE GALLERY HAS SEVEN EXHIBITIONS A YEAR, FOUR WITH PROFESSIONAL ARTISTS AND THREE HIGHLIGHTING THE FIREHOUSE ART CENTER'S GRANT AND DONATION FUNDED PROGRAMS, INCLUDING THE HEALING STUDIO, CHILDREN'S, AND VETERANS PROGRAMS. APPROXIMATELY 500 GUESTS VISITED THE GIFT SHOP AND GALLERY THIS YEAR.

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

(Expenses \$ including grants of\$) (Revenue \$)

4e Total program service expenses **201,538**

Part IV Checklist of Required Schedules

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

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

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

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

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

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

Section A. Governing Body and Management

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

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

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

Section C. Disclosure

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

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

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

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

THE ORGANIZATION**444 SOUTH FLOOD****NORMAN****OK 73069****405-329-4523**

Form 990 (2022) **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **7****Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**Check if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

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

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

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) FRED SCHMIDT										
PRESIDENT	6.00 0.00	X		X				0	0	0
(2) KENDALL HURLEY										
SECRETARY	4.00 0.00	X		X				0	0	0
(3) JORDAN STRINGER										
TREASURER	4.00 0.00	X		X				0	0	0
(4) TINA IKPA										
TRUSTEE	2.00 0.00	X						0	0	0
(5) RICHARD MCKOWN										
TRUSTEE	2.00 0.00	X						0	0	0
(6) KAIMEE KELLIS										
TRUSTEE	2.00 0.00	X						0	0	0
(7) DR JEFF BUYTEN										
TRUSTEE	2.00 0.00	X						0	0	0
(8) DOUGLAS SHAW ELDER										
EXECUTIVE DIRECTOR	50.00 0.00			X				62,500	0	1,294
(9) ANDY TAYLOR COUCH										
EXECUTIVE DIRECTOR	50.00 0.00			X				18,507	0	4,255
(10)										
(11)										

Form 990 (2022) **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **9****Part VIII Statement of Revenue**Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	160,946				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	80,439				
	g Noncash contributions included in lines 1a-1f	1g	\$				
	h Total. Add lines 1a-1f			241,385			
Program Service Revenue	2a CLASSES	Business Code	611600	113,579	113,579		
	b GIFT SHOP	611600	20,379	20,379			
	c MEMBERSHIP	611600	18,100	18,100			
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f			152,058			
	3 Investment income (including dividends, interest, and other similar amounts)			13,378			13,378
4 Income from investment of tax-exempt bond proceeds							
5 Royalties							
Other Revenue	6a Gross rents	(i) Real	(ii) Personal				
	b Less: rental expenses						
	c Rental inc. or (loss)						
	d Net rental income or (loss)						
	7a Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
	b Less: cost or other basis and sales exps.						
	c Gain or (loss)						
	d Net gain or (loss)						
	8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18						
	b Less: direct expenses						
	c Net income or (loss) from fundraising events						
	9a Gross income from gaming activities. See Part IV, line 19						
	b Less: direct expenses						
	c Net income or (loss) from gaming activities						
	10a Gross sales of inventory, less returns and allowances						
	b Less: cost of goods sold						
	c Net income or (loss) from sales of inventory						
	Miscellaneous Revenue	11a MISC REVENUE	Business Code	611600	222	222	
b							
c							
d All other revenue							
e Total. Add lines 11a-11d				222			
12 Total revenue. See instructions				407,043	152,280	0	13,378

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Form 990 (2022) **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **10****Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

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

☒

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	86,556	34,622	51,934	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	105,551	42,220	63,331	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	12,075	4,830	7,245	
10 Payroll taxes	15,644	6,258	9,386	
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	21,446	8,578	12,868	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	53,521	48,312	5,209	
12 Advertising and promotion	4,034	1,613	2,421	
13 Office expenses	8,195	1,690	6,505	
14 Information technology	2,594	1,038	1,556	
15 Royalties				
16 Occupancy	17,754	7,102	10,652	
17 Travel	1,819	231	1,588	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	6,356	2,543	3,813	
23 Insurance	9,489	3,796	5,693	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a EXHIBIT PROGRAMMING EXP	20,288	19,888	400	
b ART MATERIALS	9,982	9,582	400	
c CREDIT CARD FEES	4,895	1,958	2,937	
d ENTERTAINMENT/FOOD	3,599	1,439	2,160	
e All other expenses	9,370	5,838	3,532	
25 Total functional expenses. Add lines 1 through 24e	393,168	201,538	191,630	0
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Form 990 (2022) **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **11****Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest-bearing	20,798	1	21,225
	2 Savings and temporary cash investments	449,943	2	446,250
	3 Pledges and grants receivable, net	8,195	3	5,875
	4 Accounts receivable, net		4	
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	2,133
	9 Prepaid expenses and deferred charges	2,465	9	3,691
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 78,399		
	b Less: accumulated depreciation	10b 52,241	25,787	10c 26,158
	11 Investments—publicly traded securities		11	
	12 Investments—other securities. See Part IV, line 11		12	
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11	131,665	15	164,664
16 Total assets. Add lines 1 through 15 (must equal line 33)	638,853	16	669,996	
Liabilities	17 Accounts payable and accrued expenses	804	17	4,402
	18 Grants payable		18	
	19 Deferred revenue	17,421	19	25,092
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	18,225	26	29,494
	Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.		
27 Net assets without donor restrictions		595,628	27	615,502
28 Net assets with donor restrictions		25,000	28	25,000
Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.				
29 Capital stock or trust principal, or current funds			29	
30 Paid-in or capital surplus, or land, building, or equipment fund			30	
31 Retained earnings, endowment, accumulated income, or other funds			31	
32 Total net assets or fund balances		620,628	32	640,502
33 Total liabilities and net assets/fund balances		638,853	33	669,996

Form **990** (2022)

Form 990 (2022) **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **12****Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	407,043
2	Total expenses (must equal Part IX, column (A), line 25)	2	393,168
3	Revenue less expenses. Subtract line 2 from line 1	3	13,875
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	620,628
5	Net unrealized gains (losses) on investments	5	5,999
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	640,502

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☐

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

Form **990** (2022)

SCHEDULE A
(Form 990)Department of the Treasury
Internal Revenue Service**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

OMB No. 1545-0047

2022**Open to Public
Inspection****Attach to Form 990 or Form 990-EZ.****Go to www.irs.gov/Form990 for instructions and the latest information.**

Name of the organization

NORMAN FIREHOUSE ART CENTER, INC.

Employer identification number

23-7112097**Part I Reason for Public Charity Status.** (All organizations must complete this part.) See instructions.

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

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
- 10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations:
- g Provide the following information about the supported organization(s).

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

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990) 2022

Schedule A (Form 990) 2022

NORMAN FIREHOUSE ART CENTER, INC. 23-7112097

Page 2

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

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

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	203,785	187,227	273,926	195,948	241,385	1,102,271
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	203,785	187,227	273,926	195,948	241,385	1,102,271
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						1,102,271

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
7 Amounts from line 4	203,785	187,227	273,926	195,948	241,385	1,102,271
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	14,938	12,882	12,073	12,641	13,378	65,912
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						1,168,183
12 Gross receipts from related activities, etc. (see instructions)					12	614,201
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2022 (line 6, column (f) divided by line 11, column (f))	14	94.36 %
15 Public support percentage from 2021 Schedule A, Part II, line 14	15	94.15 %
16a 33 1/3% support test—2022. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization	<input checked="" type="checkbox"/>	
b 33 1/3% support test—2021. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization	<input type="checkbox"/>	
17a 10%-facts-and-circumstances test—2022. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization	<input type="checkbox"/>	
b 10%-facts-and-circumstances test—2021. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization	<input type="checkbox"/>	
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions	<input type="checkbox"/>	

Schedule A (Form 990) 2022

Schedule A (Form 990) 2022

NORMAN FIREHOUSE ART CENTER, INC. 23-7112097Page **3****Part III Support Schedule for Organizations Described in Section 509(a)(2)**

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

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

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

Section C. Computation of Public Support Percentage

15 Public support percentage for 2022 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2021 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2022 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2021 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests—2022. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

b 33 1/3% support tests—2021. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

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

Schedule A (Form 990) 2022

Schedule A (Form 990) 2022

NORMAN FIREHOUSE ART CENTER, INC. 23-7112097Page **4****Part IV Supporting Organizations**

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

Section A. All Supporting Organizations

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

Schedule A (Form 990) 2022

Schedule A (Form 990) 2022

NORMAN FIREHOUSE ART CENTER, INC. 23-7112097Page **5****Part IV Supporting Organizations (continued)**

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

Section B. Type I Supporting Organizations

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

Section C. Type II Supporting Organizations

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

Section D. All Type III Supporting Organizations

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

Section E. Type III Functionally Integrated Supporting Organizations

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

Schedule A (Form 990) 2022

NORMAN FIREHOUSE ART CENTER, INC. 23-7112097Page **6****Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

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

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	
Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (<i>explain in detail in Part VI</i>):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	
Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Schedule A (Form 990) 2022

Schedule A (Form 990) 2022

NORMAN FIREHOUSE ART CENTER, INC. 23-7112097Page **7****Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)**

Section D – Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required— <i>provide details in Part VI</i>)	5
6	Other distributions (<i>describe in Part VI</i>). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	8
9	Distributable amount for 2022 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E – Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2022	(iii) Distributable Amount for 2022
1	Distributable amount for 2022 from Section C, line 6		
2	Underdistributions, if any, for years prior to 2022 (reasonable cause required— <i>explain in Part VI</i>). See instructions.		
3	Excess distributions carryover, if any, to 2022		
a	From 2017		
b	From 2018		
c	From 2019		
d	From 2020		
e	From 2021		
f	Total of lines 3a through 3e		
g	Applied to underdistributions of prior years		
h	Applied to 2022 distributable amount		
i	Carryover from 2017 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.		
4	Distributions for 2022 from Section D, line 7: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2022 distributable amount		
c	Remainder. Subtract lines 4a and 4b from line 4.		
5	Remaining underdistributions for years prior to 2022, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.		
6	Remaining underdistributions for 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.		
7	Excess distributions carryover to 2023. Add lines 3j and 4c.		
8	Breakdown of line 7:		
a	Excess from 2018		
b	Excess from 2019		
c	Excess from 2020		
d	Excess from 2021		
e	Excess from 2022		

Schedule A (Form 990) 2022

Part VI

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

**Schedule B
(Form 990)**Department of the Treasury
Internal Revenue Service**Schedule of Contributors**Attach to Form 990 or Form 990-PF.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2022

Name of the organization

Employer identification number

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

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

☒ 501(c)(3) (enter number) organization☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation☐ 501(c)(3) taxable private foundationCheck if your organization is covered by the **General Rule** or a **Special Rule**.**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.**General Rule**

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

Special Rules

- ☒
- For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33
- ¹
- /
- ₃
- % support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of
- (1)**
- \$5,000; or
- (2)**
- 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

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

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

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

For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990) (2022)

Schedule B (Form 990) (2022)

PAGE 1 OF 1

Page 2

Name of organization

Employer identification number

NORMAN FIREHOUSE ART CENTER, INC.

23-7112097

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	OKLAHOMA ARTS COUNCIL PO BOX 52001-2001 OKLAHOMA CITY OK 73152-2001	\$ 34,219	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	CITY OF NORMAN 201 W GRAY NORMAN OK 73069	\$ 126,727	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	NORMAN ARTS COUNCIL 210 E MAIN, STE 223 NORMAN OK 73069	\$ 23,625	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	ALLIED ARTS FOUNDATION 1015 N BROADWAY, SUITE 200 OKLAHOMA CITY OK 73102	\$ 34,391	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5	FOWLER HOLDING COMPANY 2721 36TH AVE NW NORMAN OK 73072	\$ 5,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
6	FIRST UNITED BANK 1400 W MAIN ST DURANT OK 74701	\$ 5,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Schedule B (Form 990) (2022)

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

Attach to Form 990.

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

OMB No. 1545-0047

2022**Open to Public
Inspection**

Name of the organization

Employer identification number

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

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

- | | (a) Donor advised funds | (b) Funds and other accounts |
|---|-------------------------|------------------------------|
| 1 Total number at end of year | | |
| 2 Aggregate value of contributions to (during year) | | |
| 3 Aggregate value of grants from (during year) | | |
| 4 Aggregate value at end of year | | |
- 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No
- 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

- 1 Purpose(s) of conservation easements held by the organization (check all that apply).
- ☐ Preservation of land for public use (for example, recreation or education) ☐ Preservation of a historically important land area
- ☐ Protection of natural habitat ☐ Preservation of a certified historic structure
- ☐ Preservation of open space
- 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.
- | | Held at the End of the Tax Year |
|--|---------------------------------|
| a Total number of conservation easements | 2a |
| b Total acreage restricted by conservation easements | 2b |
| c Number of conservation easements on a certified historic structure included in (a) | 2c |
| d Number of conservation easements included in (c) acquired after July 25, 2006, and not on a historic structure listed in the National Register | 2d |
- 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year
- 4 Number of states where property subject to conservation easement is located
- 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No
- 6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year
- 7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year
- 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No
- 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

- 1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.
- b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:
- (i) Revenue included on Form 990, Part VIII, line 1 \$
- (ii) Assets included in Form 990, Part X \$
- 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:
- a Revenue included on Form 990, Part VIII, line 1 \$
- b Assets included in Form 990, Part X \$

Schedule D (Form 990) 2022 **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **2****Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

- ☐ **a** Public exhibition
☐ **b** Scholarly research
☐ **c** Preservation for future generations
☐ **d** Loan or exchange program
☐ **e** Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☒ No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☒ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
1c Beginning balance	
1d Additions during the year	
1e Distributions during the year	
1f Ending balance	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☒ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐ Yes ☒ No

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	81,762	95,696	82,137	79,958	83,025
b Contributions					
c Net investment earnings, gains, and losses	6,752	-9,037	18,271	6,895	1,648
d Grants or scholarships					
e Other expenditures for facilities and programs	4,199	4,010	3,841	3,942	3,935
f Administrative expenses	798	887	871	774	780
g End of year balance	83,517	81,762	95,696	82,137	79,958

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment %

b Permanent endowment 100.00 %

c Term endowment %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

(i) Unrelated organizations

(ii) Related organizations

	Yes	No
3a(i)	X	
3a(ii)		X
3b		

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐ Yes ☒ No

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements	20,929		9,867	11,062
d Equipment	38,320		23,224	15,096
e Other	19,150		19,150	
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				26,158

Schedule D (Form 990) 2022

Schedule D (Form 990) 2022 **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **3****Part VII Investments – Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.)		

Part VIII Investments – Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.)		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) NCF CUSTODIAL ACCOUNT	164,664
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.)	164,664

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.)	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII. ☐

Schedule D (Form 990) 2022 **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **4****Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
a	Net unrealized gains (losses) on investments	2a		
b	Donated services and use of facilities	2b		
c	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	
3	Subtract line 2e from line 1		3	
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)		5	

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a		
b	Prior year adjustments	2b		
c	Other losses	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	
3	Subtract line 2e from line 1		3	
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)		5	

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART V, LINE 4 - INTENDED USES FOR ENDOWMENT FUNDS

THE INTENDED USE OF THE ENDOWMENT FUNDS IS TO PROVIDE ADDITIONAL FUNDING FOR THE ORGANIZATION'S PROGRAMS AND ACTIVITIES AS NEEDED.

Schedule D (Form 990) 2022 **NORMAN FIREHOUSE ART CENTER, INC.** 23-7112097Page **5**

Part XIII	Supplemental Information <i>(continued)</i>
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Schedule D (Form 990) 2022

**SCHEDULE O
(Form 990)**Department of the Treasury
Internal Revenue Service**Supplemental Information to Form 990 or 990-EZ**Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2022**Open to Public
Inspection**

Name of the organization

NORMAN FIREHOUSE ART CENTER, INC.

Employer identification number

23-7112097**FORM 990 - ORGANIZATION'S MISSION**

THE FIREHOUSE HOUSES HIGHLY PROFESSIONAL WORKING VISUAL ARTS STUDIOS, WHICH ACCOMMODATE BOTH ADULT AND YOUTH ART EDUCATION PROGRAMMING, A PERMANENT GIFT SHOP, AND A DEDICATED EXHIBITION GALLERY SPACE. OFF-SITE, THE FAC PROVIDES IN-SCHOOL ART EDUCATION OPPORTUNITIES FOR NORMAN'S PUBLIC ELEMENTARY SCHOOLS AND SERVES AS HOST AND PARTNER TO SEVERAL COMMUNITY EVENTS AND VISUAL ARTS PROGRAMS IN NORMAN.

FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990 THE RETURN IS REVIEWED AND APPROVED BY THE ORGANIZATION'S EXECUTIVE DIRECTOR, ACCOUNTANT, AND THE BOARD OFFICERS.

FORM 990, PART VI, LINE 12C - ENFORCEMENT OF CONFLICTS POLICY OFFICERS, DIRECTORS, AND KEY EMPLOYEES ARE REQUIRED TO DISCLOSE ON AN ONGOING BASIS ANY KNOWN OR POTENTIAL CONFLICTS OF INTEREST. FAILURE TO DISCLOSE WILL RESULT IN DISCIPLINARY OR CORRECTIVE ACTION.

FORM 990, PART VI, LINE 15A - COMPENSATION PROCESS FOR TOP OFFICIAL THE BOARD OF DIRECTORS FOR THE FIREHOUSE DID A COMPARATIVE STUDY FOR THE EXECUTIVE DIRECTOR'S SALARY, LOOKING AT JOB DESCRIPTIONS, RESPONSIBILITIES AND RELATIVE BUDGET SIZE. THROUGH THIS STUDY, THEY DETERMINED THE CURRENT COMPENSATION.

FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION**THE ORGANIZATION MAKES ITS GOVERNING DOCUMENTS, CONFLICT OF INTEREST**

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990) 2022

Schedule O (Form 990) 2022

Page 2

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

POLICY, AND FINANCIAL STATEMENTS AVAILABLE TO THE PUBLIC UPON REQUEST.

FORM 990, PART IX, LINE 11G - OTHER FEES FOR SERVICES

DESCRIPTION

TOT/PROG SERVICE	MGT & GENERAL	FUNDRAISING
------------------	---------------	-------------

DESIGN

\$	2,782	\$	3,153	\$	0
----	-------	----	-------	----	---

ARTIST COMMISSION

\$	8,439	\$	0	\$	0
----	-------	----	---	----	---

INSTRUCTOR FEES

\$	34,679	\$	0	\$	0
----	--------	----	---	----	---

OTHER PROFESSIONAL FEES

\$	2,065	\$	1,440	\$	0
----	-------	----	-------	----	---

MISC SERVICES

\$	347	\$	616	\$	0
----	-----	----	-----	----	---

TOTAL

\$	48,312	\$	5,209	\$	0
----	--------	----	-------	----	---

Oklahoma Return of Organization Exempt from Income Tax

Section 501(c) of the Internal Revenue Code

Form 512E
2022



Item 3.

PART 1

For the year January 1 - December 31, 2022, or other taxable year beginning:

09/01

2022

ending:

08/31

2023

Name of Organization

Federal Employer Identification Number

Date Qualified for Tax Exempt Status

NORMAN FIREHOUSE ART CENTER INC

23-7112097

05/07/1971

Address (Number and street)

444 SOUTH FLOOD

City

State or Province

Country

ZIP or Foreign Postal Code:

NORMAN

OK

73069

Place an 'X' if:

(1)

Initial Return

(2)

Final Return

(3)

Amended Return (See Schedule 512E-X on page 2)

PART 2: STATEMENT OF UNRELATED BUSINESS TAXABLE INCOME

(Please read instructions on pages 3-4)

		Total Federal	Allocable Oklahoma
A	Total unrelated trade or business income - applicable Federal Form(s) 990	NONE	NONE
B	Total unrelated trade or business deductions - applicable Fed. Form(s) 990		
C	Unrelated business taxable income - enter here and on line 1 below	NONE	NONE

INCOME SUBJECT TO TAX

1	Unrelated business taxable income - from statement above (allocable to Oklahoma),	1	NONE	00
2	Other net income - provide schedule	2		00
3	Oklahoma Capital Gain deduction (provide Form 561-C),	3		00
4	Oklahoma taxable income (total of lines 1, 2 and 3)	4	NONE	00

TAX COMPUTATION

5	Tax at 4% of line 4. If trust, see rate schedule on page 3 and place an "1" in the box. If recapturing the Oklahoma Affordable Housing Tax Credit, add the recaptured credit here and enter a "2" in the box. If making an Okla. installment payment pursuant to IRC Sec. 965(h) and 68 OS Sec. 2368(K), add the installment payment here and enter a "3" in the box	5	NONE	00
6	Less: Other Credits Form (total from Form 511-CR)	6		00
7	Balance of tax due (line 5 minus line 6, but not less than zero)	7		00
8	2022 Oklahoma estimated tax and extension payments and prior year carryforward.	8		00
9	Oklahoma withholding (provide Form 1099, Form 500A, Form 500B or other withholding statement)	9		00
10	Amount paid with original return and amount paid after it was filed (amended return only)	10		00
11	Any refunds or overpayment applied (amended return only)	11	()	00
12	Total of lines 8 through 11	12		00
13	Overpayment (if line 12 is larger than line 7 enter amount overpaid)	13		00
14	Amount of line 13 to be credited to 2023 estimated tax (original return only)	14		00

Oklahoma Return of Organization Exempt from Income Tax



Item 3.

Name of Organization: NORMAN FIREHOUSE ART CENTER INC	Federal Employer Identification Number: 23-7112097
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Amount from line 14 on page 1

	00
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Line 15 provides you the opportunity to make a financial gift from your refund to a variety of Oklahoma organizations. Place the line number of the organization from page 4 of this form in the box below and enter the amount you are donating. If giving to more than one organization, put a "99" in the box and attach a schedule showing how you would like your donation split.

15	Donations from your refund. <input type="checkbox"/> \$2 <input type="checkbox"/> \$5 <input type="checkbox"/> \$	15		00
16	Add lines 14 and 15 and enter amount	16		00
17	Amount to be refunded to you (line 13 minus line 16) Refund	17		00

Direct Deposit Note:

All refunds must be by direct deposit.
See Direct Deposit Information on
page 5 for details.

Is this refund going to or through an account that is located outside of the United States?

☐ Yes ☐ NoDeposit my refund in my: ☐ Checking Account ☐ Savings Account

Routing Number:

Account Number:

18	Tax Due (if line 7 is larger than line 12 enter tax due). Tax Due	18	NONE	00
19	Donation: Public School Classroom Support Fund (For information regarding this fund, see page 4, #5)	19		00
20	For delinquent payment, add penalty of 5% plus interest at 1.25% per month	20		00
21	Underpayment of estimated tax interest Annualized <input type="checkbox"/>	21		00
22	Total tax, penalty and interest due - Add lines 18-21; pay in full with return Balance Due	22	NONE	00

Under penalty of perjury, I declare the information contained in this document, attachments and schedules are true and correct to the best of my knowledge and belief.

Signature of Officer or Trustee		Date
Printed Name		
Title	Phone Number	

Check this box if
the Oklahoma Tax
Commission
may discuss this
return with your
tax preparer.

☒

Signature of Preparer		Date
Printed Name of Preparer		
C. JANESE SHEPARD, CPA		
Phone Number:	Preparer's PTIN:	
405-360-5533	P00162034	

SCHEDULE 512-E-X: AMENDED RETURN SCHEDULE (See instructions on page 3)

A Did you file an amended Federal income tax return? ☐ Yes ☐ No

Provide a copy of the amended Federal return and a copy of "Statement of Adjustment", IRS refund check or deposit slip.

B If this return is being filed due to a Federal audit, provide a complete copy of the RAR.

C Explanation or reason for amended return (Provide all necessary schedules):

The Oklahoma Tax Commission is not required to give actual notice to taxpayers of changes in any state tax law.

Norman Firehouse Art Center, Inc.

Item 3.

Profit and Loss

September 2021 - August 2023

	SEP 2021 - AUG 2022	SEP 2022 - AUG 2023	TOTAL
Revenue			
4000 Contributions			\$0.00
4002 Business/Corp./Fdns/Sponsors	49.50	13,400.00	\$13,449.50
4003 Individuals	2,949.96	6,377.22	\$9,327.18
4004 Other Contributions	262.00		\$262.00
4008 Donor Restricted Contributions		2,000.00	\$2,000.00
Total 4000 Contributions	3,261.46	21,777.22	\$25,038.68
4100 Investment Income			\$0.00
4110 Endowment Income	10,467.55	10,961.08	\$21,428.63
Total 4100 Investment Income	10,467.55	10,961.08	\$21,428.63
4200 Support			\$0.00
4201 City	60,000.00	120,000.00	\$180,000.00
4202 State Oklahoma Arts Council	41,825.00	34,219.00	\$76,044.00
4204 Norman Arts Council	21,625.00	23,625.00	\$45,250.00
4206 Allied Arts-Allocation	17,872.04	19,391.49	\$37,263.53
4208 Allied Arts-Grants	14,000.00	15,000.00	\$29,000.00
4209 Other Support		7,372.00	\$7,372.00
4210 CARES Support	37,365.00		\$37,365.00
Total 4200 Support	192,687.04	219,607.49	\$412,294.53
4300 Memberships			\$0.00
4302 General Public Members	8,150.00	15,400.00	\$23,550.00
4303 Board Members	1,950.00	2,700.00	\$4,650.00
Total 4300 Memberships	10,100.00	18,100.00	\$28,200.00
4400 Classes			\$0.00
4401 Materials Income	8,764.49	9,512.51	\$18,277.00
4403 Tuition	96,109.00	110,755.99	\$206,864.99
4404 Cancellation Refunds	-6,963.50	-6,689.25	\$ -13,652.75
Total 4400 Classes	97,909.99	113,579.25	\$211,489.24
4500 Sales			\$0.00
4501 Gallery Sales		2,600.00	\$2,600.00
4503 Gift Shop Sales	16,921.71	18,053.43	\$34,975.14
Total 4500 Sales	16,921.71	20,653.43	\$37,575.14
4800 Other Revenues			\$0.00
4801 Interest Income	2,173.09	2,417.17	\$4,590.26
4807 Other Misc. Revenue		221.72	\$221.72
4809 Unrealized Gain/Loss on Invest	-22,437.19	5,998.66	\$ -16,438.53
Total 4800 Other Revenues	-20,264.10	8,637.55	\$ -11,626.55
4850 In-Kind Revenues	77,300.00	77,300.00	\$154,600.00
Total Revenue	\$388,383.65	\$490,616.02	\$878,999.67

	SEP 2021 - AUG 2022	SEP 2022 - AUG 2023	Item 3.
Cost of Goods Sold			
5001 Cost of Goods Sold		274.78	\$274.78
Total Cost of Goods Sold	\$0.00	\$274.78	\$274.78
GROSS PROFIT	\$388,383.65	\$490,341.24	\$878,724.89
Expenditures			
5000 Salary Wages	149,612.45	186,558.25	\$336,170.70
5100 Payroll Expenses			\$0.00
5101 Benefits and Vacation	8,893.83	17,623.74	\$26,517.57
5102 Taxes	11,686.03	15,643.75	\$27,329.78
Total 5100 Payroll Expenses	20,579.86	33,267.49	\$53,847.35
5300 Professional Services			\$0.00
5301 Accounting	25,051.05	21,446.00	\$46,497.05
5303 Design	2,703.01	5,935.04	\$8,638.05
5305 Artist Commission	10,402.24	8,439.29	\$18,841.53
5306 Instructor Fees	32,025.00	34,678.80	\$66,703.80
5308 Other Professional Fees	2,579.55	3,504.80	\$6,084.35
5309 Programming Assistants	3,560.00	-20.00	\$3,540.00
5310 Misc. Services	931.78	983.00	\$1,914.78
Total 5300 Professional Services	77,252.63	74,966.93	\$152,219.56
5350 Travel			\$0.00
5351 Business Meals	96.27	20.87	\$117.14
5352 Room & Board	468.22		\$468.22
5353 Transportation	6,576.75	550.98	\$7,127.73
5354 Conferences	129.00	1,247.41	\$1,376.41
Total 5350 Travel	7,270.24	1,819.26	\$9,089.50
5400 Supplies			\$0.00
5401 Art Materials	5,592.98	9,982.48	\$15,575.46
5404 Office Supplies	1,034.00	4,706.54	\$5,740.54
5416 Health & Safety	153.09		\$153.09
Total 5400 Supplies	6,780.07	14,689.02	\$21,469.09
5412 Exhibit Programming Expense		20,288.05	\$20,288.05
5450 Postage	631.88	905.77	\$1,537.65
5500 Occupancy Expenses			\$0.00
5501 Janitorial	5,751.23	7,124.16	\$12,875.39
5502 Copier	394.03	327.16	\$721.19
5503 Repairs and Maintenance	2,913.18	867.44	\$3,780.62
5505 Telephone/Internet	3,909.28	1,671.12	\$5,580.40
5506 Security System	802.60	1,345.63	\$2,148.23
5507 Rent	1,402.31	1,063.33	\$2,465.64
5508 OG&E	2,131.18	2,859.01	\$4,990.19
5509 ONG	754.88	1,030.09	\$1,784.97
5510 Utilities	1,175.69	1,465.75	\$2,641.44
Total 5500 Occupancy Expenses	19,234.38	17,753.69	\$36,988.07
5600 Membership Discounts-Tuition	1,719.99	1,845.20	\$3,565.19
5601 Member Discount-Gift/Gallery	266.78	436.66	\$703.44
5630 Other Discounts	10.52	572.64	\$583.16
5900 Printing	51.53	2,581.77	\$2,633.30
6000 Advertising	2,889.23	1,680.88	\$4,570.11

	SEP 2021 - AUG 2022	SEP 2022 - AUG 2023	Item 3.
6001 Marketing	2,437.64	2,353.34	\$4,790.98
6010 Awards and Gifts	93.86	259.07	\$352.93
6015 Entertainment/Recruiting	740.95	315.00	\$1,055.95
6017 Entertainment/Food	1,312.89	3,599.43	\$4,912.32
6020 Bank Service Charges		72.92	\$72.92
6021 Credit Card Fees	4,439.51	4,895.15	\$9,334.66
6030 Insurance			\$0.00
6032 Liability	9,578.74	7,740.47	\$17,319.21
6033 Workers' Compensation	1,382.65	1,748.16	\$3,130.81
Total 6030 Insurance	10,961.39	9,488.63	\$20,450.02
6200 Special Events Expense	100.00	1,703.04	\$1,803.04
6210 Dues and Subscriptions	699.00	2,614.68	\$3,313.68
6220 Equipment Acquisition	736.92	1,550.76	\$2,287.68
6230 Technology			\$0.00
6231 Computer Equipment	655.71	105.86	\$761.57
6232 Website & Software Expenses	4,680.76	2,488.16	\$7,168.92
6233 Digital Cameras & Misc Equip	1,142.68		\$1,142.68
Total 6230 Technology	6,479.15	2,594.02	\$9,073.17
6500 Depreciation	5,697.18	6,356.22	\$12,053.40
6660 In-Kind Expenses	77,300.00	77,300.00	\$154,600.00
Total Expenditures	\$397,298.05	\$470,467.87	\$867,765.92
NET OPERATING REVENUE	\$ -8,914.40	\$19,873.37	\$10,958.97
NET REVENUE	\$ -8,914.40	\$19,873.37	\$10,958.97

05. Breakdown of Revenues by Category

Grants & Contributions

Indiv/Corp Donations	21,777.22	4.44%
Investment Income	10,961.08	2.23%
Other Revenues	8,637.55	1.76%
Grants/Government Support	219,607.49	44.76%
In-Kind Donations	77,300.00	15.76%
Total Grants & Contributions	338,283.34	68.95%

Charged Services Funding

Membership Dues	18,100.00	3.69%
Class Tuition & Material Fees	113,579.25	23.15%
Gallery & Gift Shop Sales	20,653.43	4.21%
Total Charged Services Funding	152,332.68	31.05%

Total Income End of Fiscal Year

490,616.02	100.00%
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FIREHOUSE

ART CENTER

Strategic Plan Draft Planning Document

Board of Directors Meeting
November 6, 2022

Overview

The following is a **Draft Strategic Plan** for review and discussion. The Strategic Plan when flushed out and adopted becomes a road map for the Firehouse for the next 5 years. It is a dynamic document which means that it is not cast in stone, but instead is reviewed annually to see if there are any course adjustments to make. The annual review is also an opportunity to reflect on our progress and accomplishments.

Our immediate task is to:

1. **Review, refine, and adopt the Goals identified.**
2. **Review, refine, and adopt the Objectives identified.**
3. **Prioritize the Objectives that are most important to be accomplished by year.**
4. **Break down the top Objectives and identify the Tactics and Action Plan for year 1.**

Reference Documents previously distributed.

Strategic Planning Overview

SWOT Process Analysis

Firehouse Vision

Enhancing our community through the visual arts

Firehouse Mission

The Norman Firehouse Art Center enriches our community by offering the highest quality visual arts education, experiences, and exhibitions.

1. Goal 1: Annual Funding

Develop an approach to annual funding that creates income from every current and potential new funding source to exceed a balanced annual budget for Firehouse programs and operations.

a. Objective 1 Identify all the areas of established and potential income

- i. Strategy 1: Maintain relationships and excellence in grant writing quality with existing granting organization.*
- ii. Strategy 2: Develop relationships with new foundations and explore additional local/regional grant opportunities.*
- iii. Strategy 3: Create lucrative partnerships that serve the museum's mission and grow our audiences.*

b. Objective 2 Increase memberships and upgrade membership levels

- i. Strategy 1: Establish a required membership recruitment goal for each board member to achieve.*
- ii. Strategy 2: Research other non-profit membership levels and offerings to upgrade levels of membership.*
- iii. Strategy 3: Write a dedicated plan with achievable outcomes and incentives to increase membership through marketing opportunities.*

c. Objective 3 Increase the number of Corporate Sponsors/Donors

- i. Strategy 1: Assess our current impact and cost related to programs and offerings that need sponsorship to underwrite the cost.*
- ii. Strategy 2: Identify creative sponsorship opportunities that will entice potential donors.*



- iii. *Strategy 3: Plan new offerings that will give corporate representation in building and marketing incentives through programming.*
- d. Objective 4 Increase class enrollment to achieve profitable course offerings
 - i. *Strategy 1: Recruit new faculty to develop relevant offerings that will attract broader audiences.*
 - ii. *Strategy 2: Expand our offerings beyond our current enrollment schedule and model.*
 - iii. *Strategy 3: Learn from other art organizations about future curriculum and offerings that are in high demand and are rising in popularity.*
- e. Objective 5 Identify and Plan fundraising events to support programs
 - i. *Strategy 1: Develop signature fundraising event that includes the following:*
 - a. *Art Auction*
 - b. *Annual Dinner*
 - c. *Award Ceremony*
 - d. *In-kind support from major partners*
 - ii. *Strategy 2: Create new partnerships with specific non-profits and develop joint fundraising events, and new programs. Become relevant to other non-profit audiences, become relevant to new donors.*
 - iii. *Strategy 3: Hold fundraising events that allow participants and students to be involved to facilitate participation with a current or an existing audience. i.e., Winter Chili Bowl with bowls made from Firehouse classes.*
- f. Objective 6 Pursue new and grow existing endowments
 - i. *Strategy 1: Established a Planned Giving procedure to gain funds from future estates and existing individual donor estates.*
 - ii. *Strategy 2: Provide opportunities for existing individual endowment donors to engage with the organization in order to maintain and grow relationships.*
 - iii. *Strategy 3: Development endowments to fund major annual expenses. i.e., payroll, The Wylodean and Bill Saxon Executive Director and Curator*

g. Objective 8 Other revenues; Giftshop, City of Norman, Experiences

- i. Strategy 1: Continue to develop relationship with the City of Norman*
- ii. Strategy 2: Assess the revenue made in the gift shop. Make changes to consignment artists and wholesale offerings to increase revenue and make better use of space.*
- iii. Strategy 3: Develop revenue generating experiences that utilize our unique network of relations. i.e. Travel Programs*

2. Goal 2: Firehouse Board of Directors Recruitment

Strengthen and increase board effectiveness through growing the size and diversity, educating members on Firehouse and non-profit operations and developing a culture of involvement.

a. Objective 1 Board Member Recruitment/Retention; the board needs to grow in size and retain the members it has.

- i. Strategy 1: Assess current board strengths, diversity and size*
 - Tactic 1; have current board members identify their respective strengths and diversity*
 - Action 1; utilize current matrix and have board members fill out*
 - Collect information for upcoming board meeting (TBD)*
 - Action 2; summarize collective board strengths/diversity in a single matrix*
 - Summarize information for upcoming board meeting (TBD)*
 - Tactic 2; Identify desired board strengths, areas of diversity and size*
 - Action 1; have the board collectively discuss and develop a consensus on strengths, diversity and size*
 - Have discussions at upcoming board meeting (TBD)*
- ii. Strategy 2: Solicit Candidates; actively seek out candidates, make contact and explore their interest*
 - Tactic 1; Create a board member position document for use in soliciting candidates (sim. to position open, taking applications for, emphasize strengths)*

Tactic 2; identify sources of where to find candidates; community organizations, leadership programs, personal contact lists and networks

Tactic 3; from sources identified, identify potential candidates that can help achieve the desired list of strengths, diversity and size from a.i.T2.A1.

iii. Strategy 3: Active Solicitation

Tactic 1; Review protocol for new member solicitation

A1; Review at upcoming board meeting (TBD)

Tactic 2; Pair sponsor/mentors and candidates

Tactic 3; Approach potential candidates in informal setting

Tactic 4; Candidate interviews; Exec, Dir, Board Pres., Sponsor

Tactic 5; Board Approval

iv. Strategy 4: Board Member Retention

Tactic 1; Mentoring Program

Tactic 2; Board communication

b. Objective 2 Knowledge Development; work towards an informed and knowledgeable board regarding understanding of non-profits and Firehouse operations

i. Strategy 1: Identify important areas of board knowledge

ii. Strategy 2: Develop a path for learning

iii. Strategy 3: Conduct educational learning lessons

iv. Strategy 4: Develop an understanding of board responsibilities

c. Objective 3 Board Engagement; create a culture of engagement and accountability

i. Strategy 1: Identify those areas of opportunity for engagement

ii. Strategy 2: Define the Firehouse culture

iii. Strategy 3: Expand requirements and commitments

3. Goal 3: Relevancy

Plan a unique series of community programs, and events that will provide an opportunity to reintroduce the Firehouse brand and legacy and set the stage for the future partnerships. By developing new community-based partnerships, the

Firehouse will grow by providing relevant experiences for communities of interest and new audiences.

- a. Objective 1 Define what is relevant and irrelevant in our community
 - i. *Strategy 1: Survey current faculty, staff, students, and community to understand the overall opinion.*
 - ii. *Strategy 2: Assess attendance from current and previous programs, events, and classes.*
 - iii. *Strategy 3: Collect data from other community events and programs to determine what is relevant.*
- b. Objective 2 Identify Communities of Interests
 - i. *Strategy 1: Plan potential partnerships with cultural groups that share our commitment to education, DEI culture, and health and wellness.*
 - ii. *Strategy 2: Observing other arts organizations and their relevant partnerships.*
 - iii. *Strategy 3: Appealing to multiple new or previous audiences. i.e., potters, pet owners, park enthusiasts, etc.*
- c. Objective 3 Establish Firehouse Values
 - i. *Strategy 1: Determine values through focus groups comprised of faculty, staff, board, and community members.*
 - ii. *Strategy 2: Create opportunities to develop shared values with our current and future audiences.*
 - iii. *Strategy 3: Growing our future audiences through our values and new partnerships.*

Firehouse Art Center**Pottery Patio Project and Security System****Income**

Kirkpatrick Family Fund	\$10,000
FAC Cash Contribution	\$11,500
City of Norman Parks and Rec for concrete	\$25,000
ARPA FUNDS	\$74,152

Total	\$120,652
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Expenses

Security System	\$28,000
Patio Rennovations	\$45,652
Furniture	\$5,000
Kiln	\$22,000
Murals	\$20,000

Total	\$120,652
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**In-kind Expenses and Additional
Contributing Grants**

TBD	(Architectural Renderings-Fred Schmidt)	\$1,000
Received July 2023	(USAO Clay Mixer Donation)	\$10,000
Received July 2023	(Allied Arts OKC Capacity Grant for Pottery Wheels)	\$5,000
Total		\$16,000

Total In-Kind	\$16,000.00
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Income Total	\$120,652.00
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Total Project with In-Kind	\$136,652.00
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May 21, 2024

Jason Olsen
Director of Parks and Recreation
225 N Webster Avenue,
Norman, OK 73069

Re: Firehouse Donation to the City of Norman

Dear Jason,

As you and I have discussed we need to present and accept our donation to City Council. I hope this letter will serve as a record of the donation.

Project 1: Kirkpatrick Pottery Patio and Security System

The Kirkpatrick Pottery Patio and Security System funding will consist of a \$10,000 grant from the Kirkpatrick Family Fund, a \$74,152 grant from the American Rescue Plan Act Funds from the Oklahoma Arts Council, a \$11,500 Firehouse Arts Center Cash Contribution from remaining grant funds from the Zarrow Family Foundation, and in-kind donation from Parks and Rec for project management and concrete for \$25,000.

The project will entail renovating our kiln yard, which currently functions as a storage area, into a small outdoor event space with a functional gas kiln and space for our newly acquired clay mixer. The renovations will include replacing the outer wall and roof of the kiln yard, adding an outdoor gas kiln and an entry door, and commissioning murals for the outer wall. This new area will provide additional space to host guests during events and would create a welcoming atmosphere for students. The renovation of the kiln yard will also include concrete work to repair the walkway to one of our main entrances. These repairs would make the kiln yard and outdoor walkways around our building safer and more accessible. In addition to the new Pottery Patio, the Firehouse plans to install a new security system with 18 indoor and outdoor cameras. The update to our security system will increase the safety of our faculty and students who attend classes at the Firehouse after hours. The security improvements will also make it safer for us to commission public art on the outside of our building and to more securely display artwork in our gallery and giftshop.

Project 2: Flood Avenue Patio

The Firehouse Art Center has voted to approve an allocation of \$25,000 to developing a patio on Flood Avenue in front of the original Firehouse entrance. The city has agreed to assist with the concrete for the patio and the construction that needs to take place to add a new garage door.

In total this a \$120, 652 in donations back into our building at 444 South Flood Avenue, Norman, OK. Thank you for all your help and support.

Sincerely,

Andy Couch
Executive Director/Curator



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 06/06/2024

REQUESTER: Jason Olsen, Director of Parks & Recreation

PRESENTER: Andy Couch, Executive Director/ Curator, Firehouse Art Center

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF A DONATION TO THE FIREHOUSE ART CENTER IN THE AMOUNT OF \$120,652

BACKGROUND:

The Norman Firehouse Art Center was founded in 1970 as a community arts center by Carolyn Folkins, Carol Whitney, and Audrey Bethel, three friends and artists. The Firehouse is so named because it operates out of the city-owned Fire Station 2, built in 1946 by on-duty Norman firefighters and decommissioned by the Norman Fire Department in 1970. Folkins, Whitney, and Bethel partnered with the City of Norman to transform the building into a space for visual artists to practice their craft and teach others interested in the arts. Their dream has been reimagined and revitalized many times over the succeeding decades. The Firehouse Art Center is now a part of many generations of Norman's history and the longest-operating visual arts center in the Norman community.

DISCUSSION:

Firehouse Art Center approached park staff regarding a proposed Pottery Patio Project and Security System Plan. The patio project will entail renovating the current kiln yard into a small outdoor event space with a functional gas kiln and space for a new clay mixer. Construction will include replacing the outer wall and roof of the kiln yard, concrete work to repair the walkway to one of the main entrances, adding an outdoor gas kiln and an entry door, and commissioning murals for the outer wall. The new area will provide additional space for events.

Firehouse Art Center also plans to install a new security system with 18 indoor and outdoor cameras to increase the safety of their faculty and students, make it safer to commission public art outside their building, and more securely display artwork in their gallery and gift shop. Firehouse Art Center voted to approve an allocation of \$25,000 to develop a patio on Flood Avenue in front of the original Firehouse entrance, and the City of Norman has agreed to assist with the concrete for the patio and construction needs to take place to add a new garage door.

The Kirkpatrick Pottery Patio and Security System Funding will consist of a \$10,000 grant from the Kirkpatrick Family Fund, a \$74,152 grant from the American Rescue Plan Act Funds from the Oklahoma Arts Council, a \$11,500 Firehouse Arts Center Cash Contribution from remaining

grant funds from the Zarrow Family Foundation, and in-kind donation from Parks and Recreation Department for project management and concrete for \$25,000 for a total of \$120, 652.

RECOMMENDATION:

Staff recommendation is that the Board of Park Commissioners recommend the City Council Director to accept the grants and in-kind donation in the total amount of \$120,652 for improvements to the Kirkpatrick Pottery Patio, Security System, and new garage door at the Firehouse Art Center.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 06/06/2024

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Howard Bear, Sierra Club Representative

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF THE RED EARTH GROUP & SIERRA CLUB'S REQUEST FOR THE PRAIRIE RESTORATION & PRESERVATION PLAN FOR SAXON PARK

BACKGROUND:

Red Earth Group and Sierra Club representatives approached the Parks & Recreation Department staff about starting a prairie restoration pilot project at Saxon Park. They requested they be allowed to use one to two acres in Saxon Park for the project.

RECOMMENDATION (1):

It is recommended that the Board of Park Commissioners recommended that Park Staff, the Red Earth Group, and the Sierra Club work toward a functional project plan for Prairie Restoration at Saxon Park.

RECOMMENDATION (2):

Staff further recommends that once all parties agree upon a Prairie Restoration project plan, the Director of Parks and Recreation approves the project plan.

Cross timber prairie restoration plan for Saxon Park

by Howard Baer

on behalf of Saxon Park Prairie restoration committee: HB, Amy Buthod, Priscilla Crawford, Adrienne Gautier, Vonceil Harmon, Adam Sarmiento and Heather Supine and Red Earth Group (REG), Sierra Club

in coordination with Norman Parks & Rec: Wade Thompson, James Briggs, Jason Olsen, Bethany Grissom and Colin Zink

Prairie restoration has a long and distinguished history

- During dustbowl: move to protect national grasslands, stabilize soil
- starting 1934: 25 acre Curtis prairie restoration at UW-Madison arboretum begun by conservationists including Aldo Leopold, John Thomson and John Curtis
- movement is particularly strong in upper Midwest: IA, MN, WI, IL...
- also in parts of OK: Tallgrass prairie- Pawhuska, Wichita Mountain NWR,...
- Norman OK has some prime open grasslands: Saxon park, Sutton, but include many invasives
- why not make restored prairie at Saxon park a major theme/attraction for Norman Parks & Rec? Our own mini-nature reserve showing off Norman's heritage starting as a prairie community? Saxon can become Norman's Eco-park!



first meeting: Feb. 16, 2024 between prairie committee and Norman Parks & Rec.

- select first 1-2 acres for initial prairie restoration pilot project

easy access to road for work to begin



Current plant inventory: Amy B. (done)

Item 5.

Scientific name	Common name	Plant family	Plant type	Nativity	Date seen
Ambrosia psilostachya	western ragweed	Asteraceae	Forb	Native	2024-04-12
Ambrosia trifida	giant ragweed	Asteraceae	Forb	Native	2024-04-12
Apocynum cannabinum	Indianhemp	Apocynaceae	Forb	Native	2024-04-12
Artemisia ludoviciana	white sagebrush	Asteraceae	Forb	Native	2024-03-15
Asclepias viridis	green milkweed	Apocynaceae	Forb	Native	2024-05-16
Bromus tectorum	cheatgrass	Poaceae	Grami...	Exotic	2024-04-12
Capsella bursa-pastoris	shepherd's purse	Brassicaceae	Forb	Exotic	2024-03-15
Carex granularis	meadow sedge	Cyperaceae	Grami...	Native	2024-04-12
Carex microdonta	littletooth sedge	Cyperaceae	Grami...	Native	2024-04-12
Celtis laevigata	sugarberry	Cannabaceae	Tree	Native	2024-04-12
Cercis canadensis	eastern redbud	Fabaceae	Tree	Native	2024-05-16
Chaerophyllum tainturieri	chervil	Apiaceae	Forb	Native	2024-03-15
Cirsium undulatum	wavyleaf thistle	Asteraceae	Forb	Native	2024-03-15
Croton monanthogynus	prairie tea	Euphorbiaceae	Forb	Native	2024-05-16
Desmanthus illinoensis	Illinois bundleflower	Fabaceae	Forb	Native	2024-04-12
Diaperia prolifica	bighead pygmycudweed	Asteraceae	Forb	Native	2024-04-12
Dichanthelium oligosanthes	Heller's rosettegrass	Poaceae	Grami...	Native	2024-05-16
Eleocharis sp.	spikerush	Cyperaceae	Grami...	Native	2024-04-12
Erigeron canadensis	Canada horseweed	Asteraceae	Forb	Native	2024-05-16
Erigeron strigosus	prairie fleabane	Asteraceae	Forb	Native	2024-05-16
Erodium cicutarium	common stork's bill	Geraniaceae	Forb	Exotic	2024-03-15
Euphorbia marginata	snow on the mountain	Euphorbiaceae	Forb	Native	2024-05-16
Euphorbia sp.	mat spurge	Euphorbiaceae	Forb	Native	2024-05-16
Fraxinus pennsylvanica	green ash	Oleaceae	Tree	Native	2024-05-16
Gleditsia triacanthos	honey locust	Fabaceae	Tree	Native	2024-04-12
Helianthus annuus	annual sunflower	Asteraceae	Forb	Native	2024-05-16
Helianthus maximiliani	Maximilian sunflower	Asteraceae	Forb	Native	2024-03-15
Hordeum pusillum	little barley	Poaceae	Grami...	Native	2024-05-16
Juniperus virginiana	eastern red cedar	Cupressaceae	Tree	Native	2024-03-15
Lamium amplexiaule	henbit deadnettle	Lamiaceae	Forb	Exotic	2024-03-15
Lepidium oblongum	veiny pepperweed	Brassicaceae	Forb	Native	2024-03-15

Scientific name	Common name	Plant family	Plant type	Nativity	Date seen
<i>Ligustrum sinense</i>	Chinese privet	Oleaceae	Shrub	Exotic	2024-04-12
<i>Lonicera japonica</i>	Japanese honeysuckle	Caprifoliaceae	Vine	Exotic	2024-03-15
<i>Medicago lupulina</i>	black medick	Fabaceae	Forb	Exotic	2024-04-12
<i>Mellilotus officinalis</i>	sweetclover	Fabaceae	Forb	Exotic	2023-05-16
<i>Mimosa nuttallii</i>	catclaw sensitive briar	Fabaceae	Forb	Native	2024-04-12
<i>Monarda fistulosa</i>	bergamont beeblm	Lamiaceae	Forb	Native	2024-03-15
<i>Nothoscordum bivalve</i>	crowpoison	Amaryllidaceae	Forb	Native	2024-04-12
<i>Oenothera glaucofolia</i>	false gaura	Onagraceae	Forb	Native	2024-03-15
<i>Opuntia humifusa</i>	devil's tongue	Cactaceae	Shrub	Native	2024-03-15
<i>Parietaria pensylvanica</i>	Pennsylvania pellitory	Urticaceae	Forb	Native	2024-05-16
<i>Phoradendron leucarpum</i>	oak mistletoe	Viscaceae	Shrub	Native	2024-03-15
<i>Plantago virginica</i>	Virginia plantain	Plantaginaceae	Forb	Native	2024-05-16
<i>Populus deltoides</i>	eastern cottonwood	Salicaceae	Tree	Native	2024-04-12
<i>Prunus mexicana</i>	Mexican plum	Rosaceae	Tree	Native	2024-04-12
<i>Psoralea tenuiflorum</i>	slimflower scurtpoa	Fabaceae	Forb	Native	2024-04-12
<i>Pyrus calleryana</i>	Callery pear	Rosaceae	Tree	Exotic	2024-03-15
<i>Rhus copallinum</i>	shining sumac	Anacardiaceae	Shrub	Native	2024-05-16
<i>Rhus glabra</i>	smooth sumac	Anacardiaceae	Shrub	Native	2024-04-12
<i>Rosa foliolosa</i>	white prairie rose	Rosaceae	Forb	Native	2024-04-12
<i>Ruellia humilis</i>	fringeleaf wild petunia	Acanthaceae	Forb	Native	2024-04-12
<i>Senecio vulgaris</i>	old man in the spring	Asteraceae	Forb	Exotic	2024-03-15
<i>Sherardia arvensis</i>	blue fieldmadder	Rubiaceae	Forb	Exotic	2024-04-12
<i>Solanum dimidiatum</i>	western horsenettle	Solanaceae	Forb	Native	2024-05-16
<i>Solidago rigida</i>	stiff goldenrod	Asteraceae	Forb	Native	2024-03-15
<i>Solidago sp.</i>	goldenrod	Asteraceae	Forb	Native	2024-05-16
<i>Sonchus asper</i>	sow thistle	Asteraceae	Forb	Exotic	2024-03-15
<i>Sorghastrum nutans</i>	Indiangrass	Poaceae	Grami...	Native	2024-05-16
<i>Nothoscordum bivalve</i>	Johnsongrass	Poaceae	Grami...	Exotic	2024-04-12
<i>Symphoricarpos orbiculatus</i>	coralberry	Caprifoliaceae	Shrub	Native	2024-03-15
<i>Tetaneuris linearifolia</i>	fineleaf fournerved daisy	Asteraceae	Forb	Native	2024-04-12

Scientific name	Common name	Plant family	Plant type	Nativity	Date seen
<i>Teucrium canadense</i>	Canada germander	Lamiaceae	Forb	Native	2024-05-16
<i>Thelesperma filifolium</i>	stiff greenthread	Asteraceae	Forb	Native	2024-04-12
<i>Ulmus americana</i>	American elm	Ulmaceae	Tree	Native	2024-03-15
<i>Ulmus rubra</i>	slippery elm	Ulmaceae	Tree	Native	2024-04-12
<i>Vernonia baldwinii</i>	western Ironweed	Asteraceae	Forb	Native	2024-04-12
<i>Veronica arvensis</i>	corn speedwell	Plantaginaceae	Forb	Exotic	2024-04-12

many natives, but plenty exotics esp.
Johnson grass and cheat grass

- prefer minimal herbicide control due to effect on natives, insects, frogs etc.
- usual strategy is to implement a controlled burn
- Bethany: earliest possible spring 2025 by Parks&Rec in conjunction with experienced personnel
- may also control via strategic mowing: late fall/early spring to avoid interfering with pollinators
- weeding or mowing by hand for small pilot patches

Reseeding

- Parks&Rec: small collection of native seeds
- Can also purchase from Native American Seed (TX) and/or Prairie Moon Nursery (MN): REG/SC can help...
- trial small pilot patch: can reseed via e.g. REG work party: fall or early spring
- have trial stakes/seeds but so far no action
- over time: would like to expand prairie restoration to most of Saxon park open grassland

Long term maintenance

- watering on small patches?
- weeding (work party)
- burn every 3–5 years?
- strategic mowing?
- treatment with benign herbicides?
- further seeding

Saxon dark sky initiative

- For Saxon park plan, would like to proceed with care with regard to lighting
- overzealous lighting affects migratory birds and can ruin public viewing of night sky/star gazing
- would like to minimize lights and when necessary, proceed with downward pointing lights to minimize light pollution or benign light colors: red/yellow instead of white

moving forward- draft plan

- The Red Earth Group SC is committed to this prairie restoration and preservation project, and we would like to formalize this commitment by creating an Memorandum of Understanding with the City of Norman Parks and Recreation Department. This MoU would include the long term shared vision between Parks and Rec and the REG, as well as a list of next best steps for each organization. The next steps include:
- Determine spray schedule. When will the City be spraying, and how? Will the herbicides be targeted to individual plants with a backpack sprayer? (This is what we recommend.) Or will the area be more broadly sprayed? Has it been sprayed this year?
- Mowing: between July 1-20: mow to 4-6 inches. The relatively long length of the mowing will allow the milkweed to regenerate.
- Assess what invasives are there, including in the creek bed, that we can cut out now (including privet and honeysuckle,) Organize a work part for sometime in the next several weeks after we find out what the spray schedule is from the City. (REG)
- Stake out the area (REG)
- Design and purchase (temporary) signs that say something to the effect of "Cross Timber Prairie Restoration Project. Watch us Grow" with the City and Sierra Club logos (REG)
- Talk with Colin about removing some of the trees. Definitely the honey locusts, and also, some of the Red Cedar (We can leave some of the Red Cedar for migrating birds and for shade.)
- Mow again after October 15 (Parks and Rec)
- Buy seed; reseed around late November
- controlled burn, spring 2025



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 06/06/2024

REQUESTER: Jason Olsen

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF THE WESTWOOD GOLF AND TENNIS MASTERPLAN PROJECT STEERING COMMITTEE

BACKGROUND:

On May 28, 2024, City Council appropriated funds in the amount of \$29,240 from the Community Park Development Fund Balance into the Westwood Park Masterplan Project and approved Contract Number K-2324-184 to GSB, Inc., in the total amount of \$54,240 for the Westwood Park Golf & Tennis Master Plan Project.

DISCUSSION:

		Name	Phone	Email
1	Mayor	Mandy Haws	405-630-0711	soonerbowl@sbcglobal.net
2	Ward 2			
3	Park Board	Rick Davis	405-229-9931	rick@davis-scoreboards.com
4	Park Director	Jud Foster	405-446-6915	judfoster56@gmail.com
5	Golf	Sean Simpson	405-206-0113	sean.simpson@okc.gov
6	Tennis	Nina Wadley	405-401-5165	ninawadley@coxinet.net
7	Swimming	Kyle Hurley	405-410-4271	khurley@nrh-ok.com

RECOMMENDATION:

It is recommended that the Board of Park Commissioners direct the Parks and Recreation Director to accept the Westwood Golf & Tennis Masterplan Project Steering Committee.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 06/06/2024

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: James Briggs, Park Development Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDED, AND/OR POSTPONEMENT OF THE 12th AVENUE PICKLEBALL RULES

BACKGROUND:

The 12th Avenue Recreation Center updated half of its outdoor tennis courts into pickleball courts in 2019, becoming the Parks Department's first standalone pickleball courts. Since opening, the activity on the pickleball courts has been an extreme success, and these courts have been highly used since the transformation.

12th Avenue is close to a neighborhood, and the success of the pickleball courts has come with frustration from the neighborhood due to the noise produced by the courts and the players using those courts. Neighbors have asked the City and the Parks Departments to come up with solutions to help with the noise produced from Pickleball that affects the Neighbors.

DISCUSSION:

Rules and Etiquette – PLAY RESPONSIBLY. BE COURTEOUS.

The park is open from dawn to dusk. Only park and unload equipment in designated paved parking areas.

Smoking and Alcohol are not permitted. NO glass containers allowed. No animals are allowed on courts.

Court Use:

- ✓ Paddle sports (Tennis and Pickleball) require specific equipment to play. Permanent nets are in place for each sport. There are lines on the tennis courts, which can be used for Pickleball if portable nets are brought to the court. Do not remove any permanent nets or add lines to the courts for any reason.
- ✓ This is a recreational facility. First Come, First Serve. No tournaments or league play may be scheduled without prior contact with the Norman Parks and Recreation Department. Take turns using courts on busy days to allow others to play. Follow all posted rules and have fun!

- ✔ Use of this facility is at your own risk. Please observe all rules that govern play. Courts are to be used only for Pickleball and/or Tennis. No bikes, skateboards, scooters, skates, or wheels of any kind. No other sports are allowed without prior approval from Norman Parks & Recreation.
- ✔ Be aware of weather conditions and their effect on court surfaces and playing conditions.
- ✔ Report any rude or aggressive behavior to the contact numbers listed below. This is an unsupervised facility.
- ✔ Please refrain from using loud music, profanity, and abusive language while using the courts.
- ✔ NO MOTORIZED VEHICLES ALLOWED ON UNPAVED SURFACES. Courts are closed at dark.
- ✔ Courts are free to use. No paid training, charging fees, or private events are allowed.
- ✔ Please place all litter in trash receptacles. Do not place chairs or other objects on courts which may damage surfacing. Report any damage or unsafe conditions to the numbers listed below.

Sports Rules:

- ✔ For more information on how to play Pickleball, visit: usapickleball.org
- ✔ For more information on how to play Tennis, visit: USTA.org

In case of emergency, call 911. For non-emergency situations, call 405-321-1600

To report any court play or conduct issues, contact 12th Avenue Recreation Center at 405-366-7275

RECOMMENDATION:

It is recommended that the Board of Park Commissioners direct the Parks and Recreation Director to adopt and post the Pickleball rules at the 12th Avenue Recreation Center Tennis and Pickleball Courts.