



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 9/1/2026

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

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

BACKGROUND:

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

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

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

DISCUSSION:

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

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

Project Scope & Budget (Year 1):

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

Grant Conditions & Compliance:

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

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

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

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