

City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069



Meeting Agenda

Tuesday, September 9, 2025

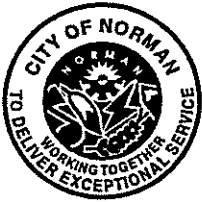
6:30 PM

DIRECTOR OF PARKS AND RECREATION

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

City Council

*David Gandesbery, Ward 1, Matthew Peacock, Ward 2, Bree Montoya,
Ward 3, Helen Grant Ward 4, Vacant, Ward 5, Joshua Hinkle, Ward 6,
Kimberly Blodgett, Ward 7, Scott Dixon, Ward 8,
Mayor Stephen Tyler Holman.*



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

**Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, September 09, 2025 at 6:30 PM**

AGENDA

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

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

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

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

AWARDS AND PRESENTATIONS

- 1. NOMINATION AND APPOINTMENT OF AN ELIGIBLE PERSON TO FILL THE COUNCIL VACANCY IN WARD 5.**
- 2. ADMINISTERING THE OATH OF OFFICE TO AND SEATING OF COUNCILMEMBER-ELECT BRANDON NOFIRE, WARD 5.**



3. A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, EXTENDING APPRECIATION TO MICHAEL NASH FOR SERVING AS WARD FIVE COUNCILMEMBER IN NORMAN, OKLAHOMA.

PROCLAMATIONS

4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-8: PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF SEPTEMBER 17 THROUGH 23, 2025, AS CONSTITUTION WEEK IN THE CITY OF NORMAN.
5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-9: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SEPTEMBER 15, 2025 THROUGH OCTOBER 15, 2025, AS HISPANIC HERITAGE MONTH IN THE CITY OF NORMAN.

COUNCIL ANNOUNCEMENTS

CONSENT DOCKET

This item is placed on the agenda so that the City Council, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with approval of all Councilmembers, that item will be heard in regular order. Staff recommends that Item 6 through Item 23 be placed on the consent docket.

APPROVAL OF MINUTES

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

CITY COUNCIL SPECIAL MEETING – FYE 2026 BUDGET ADOPTION MINUTES OF JUNE 10, 2025.

First Reading Ordinance

7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-4 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE SOUTHWEST QUARTER (SW/4) OF SECTION 12, TOWNSHIP 9 NORTH (T9N), RANGE 3 WEST (R3W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND I-2, HEAVY INDUSTRIAL DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NORTH OF W. TECUMSEH ROAD ON N. FLOOD AVENUE)

8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-5 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE EAST HALF (E/2) OF SECTION NINE (9) AND THE WEST HALF OF SECTION TEN (10), TOWNSHIP EIGHT NORTH (T8N), RANGE TWO WEST (R2W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE-FAMILY DWELLING DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NEAR THE NORTHEAST CORNER OF THE INTERSECTION OF CLASSEN BOULEVARD AND CEDAR LANE ROAD)
9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-7 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE NORTHEAST QUARTER (NE/4) OF SECTION TWO (2), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE THE SAME IN THE I-1, LIGHT INDUSTRIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (5451 HUETTNER DRIVE)
10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-8 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE SPRING BROOK ADDITION 11 LT 1 BLK 1, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA FROM THE C-1, LOCAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, AND TO GRANT SPECIAL USE FOR A BAR, LOUNGE, OR TAVERN; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3250 W. ROBINSON STREET)
11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-10 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTIONS 20-1008 ("LICENSE REQUIRED") THROUGH 20-1013 ("OUTSIDE SALES") OF ARTICLE 20-X ("FOOD SERVICES") WITHIN CHAPTER 20 ("LICENSES AND OCCUPATIONS") AND APPENDIX A ("CITY OF NORMAN FEE SCHEDULE") TO THE CODE OF THE CITY OF NORMAN TO IMPLEMENT CHANGES CONSISTENT WITH NEW STATE LAWS RELATING TO THE LICENSURE, REGULATION AND INSPECTION OF MOBILE FOOD ESTABLISHMENTS AND MOBILE FOOD PREPARATION VEHICLES; PROVIDING AN EFFECTIVE DATE OF NOVEMBER 1, 2025; AND PROVIDING FOR THE SEVERABILITY THEREOF.

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE 02526-11 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTION 2-301 TO REMOVE MENTION OF NORMAN ELECTION COMMISSION; REPEALING ARTICLE 10-II TITLED "CAMPAIGN DISCLOSURES OF CONTRIBUTORS, CONTRIBUTIONS AND EXPENDITURES" OF THE CODE OF THE CITY OF NORMAN, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF.

Appointments

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

HUMAN RIGHTS COMMISSION

TERM: 09/09/25 TO 07/13/28, RACHEL WYATT-SWANSON, WARD 8

TERM: 09/09/25 TO 07/13/28, BRANDON CLARK, WARD 5

Reports/Communications

14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RATIFICATION OF SUBMISSION AND ACKNOWLEDGING RECEIPT OF THE DEVELOPMENT OVERSIGHT COMMITTEE FOR TAX INCREMENT FINANCE DISTRICT NUMBER TWO ANNUAL REPORT FOR THE PERIOD JULY 1, 2024, TO JUNE 30, 2025.
15. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.

Donation

16. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION IN THE AMOUNT OF \$1,000 FROM KELLY CALLAHAN TO BE USED AT THE NORMAN ANIMAL WELFARE CENTER.

Contracts

17. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-35: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ALLIANCE MAINTENANCE, INC., IN THE AMOUNT OF \$12,635.00 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR THE YOUNG FAMILY ATHLETIC CENTER.

18. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-62: BY AND BETWEEN THE CITY OF NORMAN, THE NORMAN UTILITIES AUTHORITY, AND CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT FOR THE DELIVERY OF TEMPORARY WATER SUPPLY

Resolutions

19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-34: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN REQUESTING \$6,542,848.90 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO 36TH AVENUE NW BETWEEN TECUMSEH ROAD AND CARRINGTON LANE IN NORMAN.
20. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-35: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$5,854,148.03 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO 36TH AVENUE NW BETWEEN CARRINGTON LANE AND FRANKLIN ROAD IN NORMAN.
21. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-36: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$7,500,000 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO TECUMSEH ROAD BETWEEN FLOOD AVENUE AND 24TH AVENUE NW IN NORMAN.
22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-40: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$2,848,263.20 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO 36TH AVENUE NW BETWEEN INDIAN HILLS ROAD AND THE MOORE CITY LIMITS IN NORMAN.
23. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-42: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$7,500,000 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO JAMES GARNER AVENUE BETWEEN ACRES STREET AND DUFFY STREET IN NORMAN.

NON-CONSENT ITEMS

Preliminary Plats

24. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-5: A PRELIMINARY PLAT FOR 1508 SHADYBROOK DRIVE (A REPLAT OF LOTS 5, 6, AND 7, BLOCK 2, INDIAN POINT ESTATES) GENERALLY LOCATED ONE-QUARTER MILE EAST OF 12TH AVENUE S.E. AND ONE-QUARTER MILE NORTH OF POST OAK ROAD (1508 Shadybrook Drive).

MISCELLANEOUS COMMENTS

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

ADJOURNMENT

File Attachments for Item:

5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-9: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SEPTEMBER 15, 2025 THROUGH OCTOBER 15, 2025, AS HISPANIC HERITAGE MONTH IN THE CITY OF NORMAN.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/09/2025

REQUESTER: Grace Holloman

PRESENTER: Grace Holloman, Accessibility & Cultural Coordinator

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-9: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SEPTEMBER 15, 2025 THROUGH OCTOBER 15, 2025, AS HISPANIC HERITAGE MONTH IN THE CITY OF NORMAN.

Proclamation

P-2526-9

A PROCLAMATION OF THE MAYOR OF
THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING
SEPTEMBER 15, 2025, THROUGH OCTOBER 15, 2025, AS
HISPANIC HERITAGE MONTH IN THE CITY OF
NORMAN.

- § 1. WHEREAS, Hispanic Heritage Week started in 1968 by President Lyndon Johnson and was expanded by President Ronald Reagan to cover a 30-day period from September 15 through October 15 in 1988; and
- § 2. WHEREAS, Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua celebrate the anniversary of their independence on September 15th, and Mexico and Chile celebrate their independence days on September 16th and September 18th, respectively, and Dia de la Raza on October 12th; and
- § 3. WHEREAS, the 2025 Hispanic Heritage Month national theme, "Collective Heritage: Honoring the Past, Inspiring the Future," is an opportunity to recognize and learn about the history, journeys, and achievements of Hispanic and Latin American communities while spotlighting the unique voices of those who continue to pioneer change and shape the future; and
- § 4. WHEREAS, Norman is home to people whose ancestry represents hundreds of nations, including Mexico, Spain, and the Spanish-speaking countries of Central America, South America, and the Caribbean; and
- § 5. WHEREAS, Hispanic Heritage month is an opportunity to celebrate the array of distinct and vibrant cultures that, throughout the history of Norman, the State of Oklahoma, and our country, have contributed to our prosperity and culture while energizing our diversity.

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

- § 6. Do hereby proclaim September 15 through October 15, 2025, as Hispanic Heritage Month in the City of Norman and invite all citizens to join me in celebrating Hispanic culture, traditions, and achievements in our community while continuing to work towards a more inclusive community.

PASSED AND APPROVED this 9th day of September, 2025.

Mayor, Stephen T. Holman

ATTEST:



City Clerk

File Attachments for Item:

17. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-35: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ALLIANCE MAINTENANCE, INC., IN THE AMOUNT OF \$12,635.00 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR THE YOUNG FAMILY ATHLETIC CENTER



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/09/2025

REQUESTER: Lance Harper, Facilities and Construction Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-35:
A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ALLIANCE MAINTENANCE, INC., IN THE AMOUNT OF \$12,635.00 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR THE YOUNG FAMILY ATHLETIC CENTER

BACKGROUND:

The Facility Maintenance Division's janitorial staff consists of two full-time employees which are assigned daily duties involving supply chain deliveries, cleaning inspections, and cleaning needed areas on the main campus. As the City no longer employs staff members to perform custodial cleaning, the Facilities Maintenance Division has entered into month-to-month cleaning agreements with a custodial contractor.

DISCUSSION:

Five proposals for RFP-2425-42 were received on April 2, 2025 from cleaning contractors to provide custodial services for the Adult Wellness and Education Center (AWE), Emergency Control Center (ECOC), Development Center (Bldg D), Police (Bldg B), Municipal Courts (Bldg A), HR/IT (Bldg C), City Hall, 12th Avenue Recreation Center, Little Axe Community Center, Fleet Offices, Fleet Transportation Maintenance, Fleet Bus Transportation Hub, Park Maintenance, Rotary Park Rental, Andrews Park Rental, Young Family Athletic Center (YFAC) and Norman Investigation Center (NIC).

Proposals were reviewed and evaluated by the Parks and Facilities Division based on experience providing similar services, references, cost, and overall ability to deliver specified services. One proposal was disqualified, and Clean Freaks 405, LLC and Alliance Maintenance were the lowest bids with a difference of \$987.00 per month cost. After evaluating each proposal, the staff recommended the proposal submitted by Clean Freaks 405, LLC, which had the lowest bid price, as they met all the requirements in the RFP. Clean Freaks 405, LLC currently cleans Caldera Electric, Trinity Church USIC, and Vital Care Pharmacy. References were checked, and positive reviews for Clean Freaks 405, LLC and their custodial services were provided.

During contract negotiations, Clean Freaks 405, LLC and Facility Maintenance came to a mutual agreement not to include the YFAC in their scope of work due to the size of the YFAC facility on top of them taking over custodial services on fifteen (15) other City Facilities. Facility staff then moved on to Alliance Maintenance, which previously cleaned the YFAC and agreed to match Clean Freaks 405, LLC's pricing.

The proposal submitted by Alliance Maintenance includes a base fee of \$12,635 per month, which provides nightly cleaning seven nights per week for the YFAC. Deliverables include autonomous cleaning equipment and per-occurrence fees for deep cleaning of floors and windows. Funds are available in the Facility Administration Services, Miscellaneous Services-Other (Account #10770430-44799).

If approved, the proposed contract will last for an initial one (1) year term. The contract may be extended by mutual agreement for four (4) additional one (1) year terms, provided sufficient appropriations are made by the Council. The specific services provided are outlined in Exhibit A of the contract.

RECOMMENDATION: It is recommended that the City Council approve Contract K-2526-35 in the amount of \$12,635.00 per month (\$151,620.00 annual total) for a one (1) year term, with options to renew, to provide custodial services for the City of Norman YFAC.

K-2526-35

**AGREEMENT FOR PROFESSIONAL CUSTODIAL SERVICES
FOR THE CITY OF NORMAN YOUNG FAMILY ATHLETIC CENTER**

This Agreement is entered into by and between the City of Norman, an Oklahoma municipal corporation, hereinafter called the "City," and Alliance Maintenance, Inc., an Oklahoma company, hereinafter called the "Contractor," for the following reasons:

1. The City requires professional custodial services (the "Services") for City of Norman Municipal Facilities as listed herein:
 - a. Young Family Athletic Center (YFAC), located at 2201 Trae Young Dr., Norman, OK
2. The City issued a Request for Proposal (RFP No. 2425-42) to solicit professional custodial services for the requisite municipal facilities; and
3. Contractor responded to RFP No. 2425-42 with a proposal that satisfied the requirements and qualifications of the City's RFP and was selected as the best proposal for such municipal facilities after reviewing and scoring all submissions; and
4. Contractor is prepared to provide the Services as outlined in the Contractor's proposal submitted March 28, 2025, attached hereto and incorporated herein as Exhibit "A" to this Agreement.

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

ARTICLE 1 - TERM

The Initial Term of this Agreement shall be from the Effective Date and shall extend until one year thereafter. This Agreement may be renewed, upon the written agreement of both parties, for four (4) additional one (1) year terms (each a "Renewal Term"), unless terminated pursuant to the provisions set forth herein, for a maximum contract Term of five (5) years. Contractor understands that this Agreement and any continuation of this Agreement through Renewal Term(s) is subject to sufficient annual appropriations by the City for the fiscal year (July 1 to June 30) in which the Agreement is to be active.

ARTICLE 2 – CONTRACTOR PERFORMANCE AND STANDARD OF CARE

Contractor agrees to provide the Services particularly described in Exhibit "A," which allocate, on average, for seven (7) days per week at about sixteen (16) hours per night. Contractor warrants its performance of the Services by the use of personnel of required skill, experience, and qualification, and in a professional and competent manner, in accordance with generally recognized industry standards for similar services. In terms of the standard of excellence, 100% excellence in compliance and in the work performed shall be the standard.

ARTICLE 3 – CITY PERFORMANCE

The City agrees to pay Contractor Twelve Thousand Six Hundred and Thirty-Five Dollars (\$12,635.00) per month for the Services provided under this Agreement, for a total annual price of One Hundred Fifty-One Thousand Six Hundred and Twenty Dollars (\$151,620.00), pursuant to the budget described in Exhibit "B," attached hereto and incorporated herein. Contractor shall submit monthly invoices to the City that include details for Services rendered within the invoice period. The City shall pay invoices within thirty (30) days of receipt.

ARTICLE 4 – INDEMNIFICATION AND LIABILITY

Contractor agrees to indemnify, defend and hold harmless the City, its officers, agents and employees from and against any and all liabilities, costs, expenses, including, without limitation, attorney's fees, obligations, losses, damages, suits, claims, including, without limitation, Worker's Compensation claims of or by anyone whomever, (collectively "Claims") resulting from or in connection with Contractor's, its agents or employees provision of the Services under this Agreement; provided, however, that Contractor shall not be liable for Claims occasioned by the sole negligence of the City, its agents or employees. Further, the City shall not be liable or responsible to Contractor for any expense, loss or damage to any person or property occasioned by a third party or any Force Majeure event. It is understood that this indemnity and hold harmless provision is not limited by the insurance required under this Agreement nor in any event be deemed a waiver of any action, right, or remedy otherwise available to the City under Oklahoma law.

Survival. The terms and conditions of this Article 4 shall survive completion of the Services, or the termination or expiration of this Agreement.

ARTICLE 5 – INSURANCE

During the performance of the Services under this Agreement, Contractor, at its own expense, shall keep in force Employer's Liability insurance, naming the City as co-insured, and in an amount no less than the limits prescribed by the Oklahoma Governmental Tort Claims Act (51 O.S. § 151 et seq.) and subsequent revisions thereto, issued by a company or companies licensed to do business in Oklahoma and is of sound and adequate financial responsibility, against all liabilities for accidents arising out of or in connection with Contractor's provision of the Services, except when caused by the City's negligence or that of its agents or employees, and shall furnish to the City certificates evidencing such insurance subject to the limitations set forth above in respect to the City's sole negligence, and Contractor shall furnish a certificate to the effect that such insurance shall not be changed or cancelled without ten (10) days prior notice to the City, said notice shall be written and given by Contractor. Contractor shall also keep in force Worker's Compensation insurance in accordance with State Laws. Contractor shall be solely responsible for any Worker's Compensation and/or Employer's Liability Insurance.

ARTICLE 6 – FORCE MAJEURE

Neither party shall be responsible nor liable for any delays or failures in performance from any cause beyond its reasonable control, and without the fault of the party claiming an extension of time to perform, including, but not limited to acts of God, changes to law or regulations,

K-2526-35

embargoes, war, terrorist acts, acts or omissions of a third party, riots, fires, earthquakes, floods, power blackouts, strikes, or weather events.

ARTICLE 7 – TERMINATION

- A. *For Cause*: This Agreement may be terminated by either party, upon written notice, in the event of substantial failure by the other party to perform in accordance with its material duties or obligations under this Agreement. The defaulting party shall have thirty (30) days after written notice is given, specifying the event of default under the Agreement, to cure the default. If the default is not cured to the complete satisfaction of the non-defaulting party, such party may terminate the Agreement.
- B. *For Convenience*: The City may terminate this Agreement for any reason upon thirty (30) days' written notice to Contractor.

ARTICLE 8 – NOTICES

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

City:

Lance Harper
Facility and Construction Manager
City of Norman P.O. Box 370
Norman, OK 73070
405-779-6525
LF.Harper@NormanOK.gov

Contractor:

Colby Burress
Area Manager
2770 Washington Dr.
Ste. 110
Norman, OK 73069
405-863-3005
Colby.burress@alliancemaintenance.com

Nothing contained in this Article 8 shall be construed to restrict the transmission of routine communication between representatives of the City and Contractor.

ARTICLE 9 – DISPUTES

In the event of a dispute between the City and Contractor arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation. Should such negotiation or mediation fail to resolve the dispute, either party may

pursue resolution of the dispute as allowed by applicable law and regulation. During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder.

ARTICLE 10 – MISCELLANEOUS

- A. *Counterparts*: This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and constitute the same instrument.
- B. *Severability*: If any provision of this Agreement is determined to be unenforceable, invalid, or illegal, then the enforceability, validity, and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.
- C. *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.
- D. *Compliance with Laws*: Contractor shall be responsible for complying with all applicable federal, state, and local laws, rules, and regulations.
- E. *Binding Effect*: All the terms, covenants and conditions hereof shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.
- F. *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.
- G. *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.
- H. *Third Party Rights*: The Services provided for in this Agreement are for the sole use and benefit of the City and Contractor. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the parties to this Agreement.
- I. *Entire Agreement; Amendments*: This Agreement, including its Exhibits, constitutes the entire agreement among the parties hereto and supersedes all prior and contemporaneous communications, representations, and agreements, wither 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.

- J. *Assignment*: This Agreement shall not be assigned by either party without prior written consent of the other party.
- K. *Non-waiver*: No failure on the part of either party to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise by either party of any right hereunder preclude any other or future exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to either party at law or in equity.
- L. *Nondiscrimination*: Contractor agrees that it will not discriminate against any persons on the basis of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex.

[Remainder of page intentionally left blank]

K-2526-35

IN WITNESS WHEREOF, the City and Contractor have executed this Agreement this 14 day of August, 2025 (the "Effective Date"). 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.

ALLIANCE MAINTENANCE, INC.

BY: [Signature]

Title: CEO

ACKNOWLEDGEMENT

STATE OF Oklahoma)

COUNTY OF Cleveland) SS:

Before me, the undersigned, a Notary Public in and for said County and State, this 14 day of August, 2025, personally appeared Neil Boyd to me known to be the identical person who executed the foregoing, and acknowledged to me that he/she executed the same as free and voluntary act and deed for the uses and purposes therein set forth.

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

My commission expires:

1-3-28

CITY OF NORMAN

APPROVED this _____ day of August, 2025 by the Norman City Council.



[Signature]
Notary Public

Stephen T. Holman, Mayor

ATTEST:

Brenda Hall, City Clerk

APPROVED as to form and legality this 19 day of August, 2025.

[Signature]
City Attorney

EXHIBIT A**RFP-2425-42**

City of Norman
Office of Parks & Recreation
225 N. Webster Ave
Norman, OK 73069

Facilities Listed in RFP-2425-42

1. Municipal Court	321 N. Webster Ave
2. HRIT	313 N. Webster Ave
3. City Hall	201 W. Gray St
4. Development Center	225 N. Webster Ave
5. 12th St Rec Center	1701 12th Ave NE
6. Little Axe Rec Center	1000 168th Ave NE
7. Adult Wellness Center	602 N. Findlay Ave
8. YFAC	2201 Trae Young Dr
9. Park Maintenance Office	1320 Da Vinci St
10. Fleet Offices	1301 Da Vinci St
11. Fleet Transportation	1310 Da Vinci St
12. Norman PD	112 Daws St
13. Police NIC	1507 W. Lindsey St
14. Andrews Park Pav Bldg	201 W. Daws
15. Rotary House	1501 W. Boyd St
16. Transportation Hub	320 E. Comanche St
17. ECOC	2001 E. Robinson St

Table of Contents for RFP-2425-42 Proposal based on RFP Presentation

Commercial Cleaning History	Page 2
Norman Market Experience	Page 2
Current Customers over 10,000 sq ft	Page 2
Labor Hours Per Day/Shift	Page 3
Workforce and Logistics	Page 3 & 4
References	Page 5
Duties Description	Page 6 & 7
Insurance	Page 8
Pricing and Plans	Page 9
Selection Criteria	Page 10

Commercial Cleaning History

With over 40 years of experience, Alliance Maintenance has built a solid reputation for reliability, responsiveness, and results. Since our founding in 1983, we've grown steadily by adapting to industry demands, embracing new technologies, and – most importantly – investing in great people. Our long-standing success is a direct reflection of our ability to evolve without compromising quality and customer service, ensuring that we continue to meet the needs of our clients in a changing world.

Norman Market Experience

One of our 3 Oklahoma City Market Teams, managed by Colby Burress, has proudly served the local market for over 12 years, currently overseeing 23 of our 67 active customers in the Moore-Norman area. Alliance in total manages over 450 customers in the OKC market and approximately 60 locations in the Moore-Norman area.

Among Burress' broader customer base, 28 facilities exceed 10,000 sq ft. and are serviced on schedules ranging from once to seven times per week. Burress Mgmt Team maintains 12 sites with footprints of approximately 40,000 sq. ft. or more and 11 locations in the OKC area that include basketball gyms or fitness centers – all of which present unique cleaning demands that our team is equipped to handle.

A prime example of our team's capability is our partnership with a high-profile Young Family Athletic Center (YFAC) in Norman. For over a year, we have successfully managed this fast-paced, high-traffic facility, which requires specialized staffing, careful scheduling, and hands-on management. With nightly cleaning shifts beginning at 9pm (excluding Sundays), maintaining quality standards here depends on a deep understanding of after-hours operations, recruitment, and supervision. We've built a team that can adapt to these challenges with flexibility and consistency, using a layered approach that includes multiple leads and field supervisors to support a lean and responsive cleaning roster.

Notably, YFAC is one of only 3 OKC market clients we manage with post 9pm start times – the other two being associated with a prominent NBA Franchise we have cleaned the last 10 years. This reflects our strategic ability to scale and support high-demand environments while continuing to deliver dependable service to our diverse customer base.

Current Customers over 10,000 sq ft

Burress Management Team: 12

Alliance Corp Total: >100

Labor Hours Per Day/Shift Chart:**Facilities placed in Logistical Cleaning Team/Grids*****Notes are based on experience of labor trends and pre-bid evaluations**

	Development Center	Police	Municipal Courts	HRIT	City Hall	Andrews Park Rental	Municipal Campus Hub Notes: Based on Service provided; estimated 23 to 25 hours per night to obtain desired scope of work provided. Andrews Park Rental will be an added duty to this cleaning teams scope 1x per week.
Freq Per Week	5x	5x	5x	5x	5x	1x	
Labor Hrs Per Night	9.5	2.5	4	4	3	1	
Labor Hrs Per Week	47.5	12.5	20	20	15	1	
Emps Per Clean			5 to 7				
Total Emps for Site			15 to 20				

	Fleet Transp Hub	Fleet Maintenance	Fleet Offices	Park Maintenance	Fleet and Park Hub Notes: Based on Prints, estimated sq ft, provided an estimated labor needed to efficiently provide service to all facilities in logistical area.
Freq Per Week	7x	5x	5x	2x	
Labor Hrs Per Night	1.54	2.5	2	1	
Labor Hrs Per Week	9.24	12.5	10	2	
Emps Per Clean		3 to 4			
Total Emps for Site		5 to 6			

	YFAC with Court Cenobot	YFAC without Court Cenobot	YFAC Facility Notes: We provided estimated nightly labor based on data from employee records. There are large fluctuation with levels of traffic based on nightly activities and tournaments/events. Factored in the Pool decks and aquatics added.
Freq Per Week	7x	7x	
Labor Hrs Per Night	15.5	17.14	
Labor Hrs Per Week	108.5	120	
Emps Per Clean	4 to 6	4 to 6	
Total Emps for Site	15 to 20	15 to 20	

	ECOC	12th St Rec	Adult Wellness	East Norman Hub Notes: Based on Prints, estimated sq ft, provided an estimated labor needed to efficiently provide service to all facilities in logistical area.
Freq Per Week	7x	6x	6x	
Labor Hrs Per Night	2.25	3	5.33	
Labor Hrs Per Week	15.75	18	32	
Emps Per Clean		3 to 4		
Total Emps for Site		5 to 7		

Labor Hours Per Day/Shift Chart: Continued**Facilities placed in Logistical Cleaning Team/Grids*****Notes are based on experience of labor trends and pre-bid evaluations**

	NIC (Police Investigation)	Rotary Park Rental	Lindsey Boyd Hub Notes: Based on Description of traffic and open areas provided by facilities team estimated hours are established for a higher rate of sq ft cleaned per hour with a 1x week visit to Rotary Park Rental.
Freq Per Week	5x	1x	
Labor Hrs Per Night	3	1	
Labor Hrs Per Week	15	1	
Emps Per Clean		1 to 2	
Total Emps for Site		3 to 4	

	Little Axe Rec	Little Axe Hub Notes: The price for this location is based on the min incentive needed to be provided to employees to visit this site even if cleaning labor time is approx an hour. No logistical pair option.
Freq Per Week	6x	
Labor Hrs Per Night	2	
Labor Hrs Per Week	12	
Emps Per Clean	1 to 2	
Total Emps for Site	2 to 3	

References

1. Michelle Ratcliff
BancFirst
Senior Vice President
Human Resources Manager
405-218-4661
michelle.ratcliff@bancfirst.bank
Current Customer and a contact for Edmond and Oklahoma City market (14) locations
cleaned and secured for the past 10 years.
2. Meredith Lundin
Ethan Christopher
Property Manager
602-361-8739
Manage two commercial properties Exterior Maintenance and Tennant Maintenance
3. Derick Colwell
General Manager
Sooner Fashion Mall
405-544-7739
derick.colwell@bpretail.com
Provide project cleaning work and cleaning consulting and feedback since 2018
4. Elizabeth Wilson
Jasco
Facility Manager
405-905-5154
ewilson@byjasco.com
Over 100k square feet of Corporate Office, Manufacturer, Distribution, and athletic facilities
Current Customer of 7 plus years

Duties Description***as requested on slide 35 of the Pre-bid mandatory meeting**

Duties	Equipment - CON or Alliance Provided	Description
• Floor Vacuuming	Backpack Vac, Upright, and Large Area Vac	Vacuum all Carpeted areas according to SOW Mop all Hard Surfaces required according to SOW
• Mopping	Microfiber Flat Mops and Bucket System	Per RFP OR Per Request; Price Listed
• Spray Buffing	High Speed Buffer - Alliance or CON	Per RFP OR Per Request; Price Listed
• Floor Stripping and Waxing	Maroon 3M Stripper Pad (Green) & Wax	City of Norman Process; SOW
• Commodes	Microfiber Red - City of Norman	City of Norman Process; SOW
• Urinals	Microfiber Red - City of Norman	City of Norman Process; SOW
• Wash Bowls	Microfiber Designated Color - City of Norman	City of Norman Process; SOW
• Drinking Fountains	Microfiber Designated Color - City of Norman	City of Norman Process; SOW
• Toilet Room Cleaning	Restroom Cart - City of Norman	City of Norman Process; SOW
• Care of Dispensers	Restock w/ City of Norman Product	City of Norman Process; SOW
• Trash Removal	Barrels - City of Norman	City of Norman Process; SOW
• Training of Contractor staff	Artisan Windows - Used on Semi Annual	Per RFP OR Per Request; Price Listed
• Window Cleaning (Interior and exterior)	Artisan Windows - Used on Semi Annual	Per RFP OR Per Request; Price Listed
• Carpet Spot Cleaning and Stain Removal	Spot Equipment - City of Norman	City of Norman Process; SOW
• Air supply and return vents (twice per year)	High Dusting Equipment - City of Norman	City of Norman Process; SOW
• Emergency Call out for cleaning at a per hour rate.	Alliance Labor - Employee(s)	Per RFP OR Per Request; Price Listed
Day Porters when requested	Alliance Labor - Employee(s)	Per RFP OR Per Request; Price Listed

Duties Description:**All staff will follow City of Norman's Scope of Work set forth in the RFP materials provided.****Special Adjustments with Scope of Work Assignments for City of Norman Facilities Group**

1. **Dedicated Recruiter for the City of Norman Facilities.**
*Facilities start time after 8pm highlights the experience needed to staff these facilities. This is a challenging time frame that takes experience and consistent effort.
2. **Dedicated Ops Manager just for City of Norman Facilities – Main Contact**
3. **Employee Logistical assignments and focus on Multi-Employee Team Cleaning**
 - A. **Nightly General Maintenance Cleaning – focus on the nightly scope of work duties.**
 - B. **Weekly and Monthly cleaning team – rotate through City of Norman buildings focusing on the Weekly and Monthly task listed in the Scope of Work and reporting for record keeping**
 - C. **Floor Care rotation – any floor care challenges or issues brought to attention will be visited by a rotating floor care team to look for the pitfalls nightly personnel could fall into.**

4. The goal of this is to develop a system where the Nightly Cleaners can become highly efficient and focused on repeatable maintenance tasks. The Weekly and Monthly team can perform the same within their scope. With the addition of the floor team for support, retrain, reporting, etc. we feel this enables us to streamline into cleaning teams, areas, and task for easier fixes and management moving forward.
5. In addition to team assignments we have created in enhancing our service we are excited to announce a partnership with Rise Employment Opportunities to give employment opportunities to highly capable people with disabilities in a way that supports long-term sustainable employment and furthers a fully inclusive workforce and community.

Selection Criteria

Based on RFP Mandatory meeting presentation the Selection Criteria is determined by the following areas and where to find them on this Bid Proposal Submission.

1. Overall Experience

We listed our overall experience on **Page 2** briefly describing Alliance Maintenance history and my personal experience in Management within the OKC Market, including Norman.

2. References

We listed 4 references on **Page 5**.

3. Total Cost of Services

We listed the monthly cost of all facilities according to their scope of work provided and walk through discussions on **Page 9**.

For YFAC I gave monthly options with and without the use of a scrubber/automated on the courts as that directly effects total labor.

We included the addition of the Pool deck 1x per week mentioned, the policing of the Aquatic Seating and Benches, and added the Interior Glass Weekly service in the monthly cost. (the Interior glass is currently at bi-monthly)

NOTE: I gave notes on each location for calculations of labor estimated. We also drafted logistical groups to isolate cleaners to a certain area to increase efficiencies within a team for those designated properties. Page 3 and 4.

An Optional Mgmt Plan was listed as well highlighting current or future possibilities for the City of Norman with their cleaning plans. This plan optimizes our recruiting capabilities for the wide range of cleaning needs and account access/start times while also providing The City Facilities team more freedom to control Employees as needed that may need to vary from Daily Scope of Work. It also gives the City more control over monthly budget and a labor allocation when needed. With our estimates we showed a potential savings of almost \$60,000 for the year for cleaning labor. We can explain more or answer any questions with this option when needed.

4. Overall Ability to provide Specified Services

With the information provided in this submission and the performance currently in servicing the YFAC facility we think we have shown our capabilities and expertise in the cleaning industry. Not only do we want to have the opportunity to serve the great City of Norman, we want to be advocates and consultants to help the Facilities Team accomplish all of their goals, whether we are cleaning or we are providing guidance in cleaning plans and logistics for future endeavors.

Request for Proposal
Custodial Services

AFFIDAVIT OF NON-COLLUSION

STATE OF OklahomaCOUNTY OF Cherokee ss:

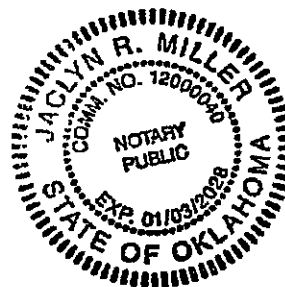
Colby R. Brown, of lawful age, being first duly sworn, on oath says, that(s) he is the agent authorized by the bidder to submit the attached bid. Affidavit further states that the bidder has not been a party to any collusion among bidders in restraint to freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to quantity, quality, or price in the prospective contract, or any other terms of prospective contract; or in any discussion between bidders and any city official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Norman, Oklahoma any money or other thing of value, either directly or indirectly, in the procuring of the award of a contract pursuant to this bid.

Colby R. Brown - Alliance Maintenance
Proposer

By: [Signature] Agent

Subscribed and sworn to before me on this 20 day of November, 2025

[Signature]
My Commission Expires 1-9-28



Certificate of Insurance

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY): 12/21/2013																									
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING AGENCY, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policyholder must have ADDITIONAL INSURED protection as provided in the policy. If such protection is waived, subject to the terms and conditions of the policy, certain policies may contain an endorsement, A settlement or payment made under this policy shall not constitute payment to the certificate holder or any other party.																													
PRODUCER ALLIANCE INSURANCE PO BOX 1112 EMD ON 73302-1112			INSURED BUSINESS MAINTENANCE LLC 2720 WASHINGTON DR NORMAN OK 73069-3018																										
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED DESCRIBED FOR THE POLICY PERIOD INDICATED AND HAVE BEEN IN FULL FORCE AND EFFECT SINCE THE DATE OF ISSUANCE. THIS CERTIFICATE OF INSURANCE IS NOT A CONTRACT AND DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING AGENCY, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. THIS CERTIFICATE OF INSURANCE IS NOT A CONTRACT AND DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING AGENCY, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																													
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DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES (ACORD 101, Attachment Schedule may be attached if space permits if required)																													
CERTIFICATE HOLDER BUSINESS MAINTENANCE LLC 2720 WASHINGTON DR NORMAN OK 73069-3018			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. Randa M. Beltran																										

ACORD 25 (2013)

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EXHIBIT B**PRICING**

Monthly Pricing Per Facility							
NOTE: YFAC priced with and without scrubber				Estimated Savings: IF City Managed			Semi-Annual Exterior Glass - Per Occ
Freq	Account	Alliance Mgmt Team Monthly Cost	City Mgmt Team Monthly Cost	Monthly Savings	Monthly % Savings	Estimated Annual Savings	
7	YFAC with Court Canobot	\$ 12,635.00	\$ 11,151.00	\$ 1,484.00	11.75%	\$ 17,808.00	\$ 810.00
7	YFAC NO Court Canobot	\$ 14,073.00	\$ 12,391.00	\$ 1,692.00	12.02%	\$ 20,304.00	
7	ECOC	\$ 1,750.00	\$ 1,545.00	\$ 205.00	11.71%	\$ 2,460.00	\$ 226.80
7	Fleet Bus Transportation Hub	\$ 1,440.00	\$ 1,270.00	\$ 170.00	11.81%	\$ 2,040.00	\$ 88.80
6	Adult Wellness	\$ 3,575.00	\$ 3,140.00	\$ 435.00	12.17%	\$ 5,220.00	\$ 1,394.40
6	12th St Rec	\$ 2,000.00	\$ 1,788.00	\$ 212.00	11.60%	\$ 2,784.00	\$ 54.00
6	Little Axe Rec	\$ 1,340.00	\$ 1,181.00	\$ 159.00	11.87%	\$ 1,908.00	\$ 120.00
5	Development Center	\$ 5,275.00	\$ 4,645.00	\$ 630.00	11.94%	\$ 7,560.00	\$ 520.80
5	Police Department	\$ 1,390.00	\$ 1,225.00	\$ 165.00	11.87%	\$ 1,980.00	\$ 172.80
5	Municipal Courts	\$ 2,225.00	\$ 1,960.00	\$ 265.00	11.91%	\$ 3,180.00	\$ 168.00
5	HRIT	\$ 2,225.00	\$ 1,960.00	\$ 265.00	11.91%	\$ 3,180.00	\$ 151.20
5	City Hall	\$ 1,670.00	\$ 1,470.00	\$ 200.00	11.98%	\$ 2,400.00	\$ 559.20
5	Fleet Offices	\$ 1,110.00	\$ 980.00	\$ 130.00	11.71%	\$ 1,560.00	\$ 334.80
5	Fleet Transportation Maint	\$ 1,390.00	\$ 1,225.00	\$ 165.00	11.87%	\$ 1,980.00	\$ 188.40
5	NIC (Police Inv)	\$ 1,670.00	\$ 1,470.00	\$ 200.00	11.98%	\$ 2,400.00	\$ 367.20
2	Park Maintenance	\$ 295.00	\$ 260.00	\$ 35.00	11.86%	\$ 420.00	\$ 156.00
1	Rotary Park Rental	\$ 200.00	\$ 150.00	\$ 50.00	25.00%	\$ 600.00	\$ 66.00
1	Andrews Park Pav	\$ 150.00	\$ 100.00	\$ 50.00	33.33%	\$ 600.00	N/A
		\$ 41,778.00	\$ 38,730.00	\$ 5,048.00	12.08%	\$ 60,576.00	\$ 5,378.40

Individual Priced Items	Price Per Hour	Minimum Cost Billed Per
Day Porters	\$35/hr	\$ 140.00
Emergency Service Requested	\$49/hr	\$ 250.00
Strip and Wax	\$0.50 per foot	\$ 395.00
Buffing	\$0.25 per foot	\$ 195.00
Carpet Cleaning	\$0.25 per foot	\$ 295.00
Fleet Tramp Maint Ext Roof Glass		\$ 288.00

City of Norman, OK

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



Meeting Agenda

Tuesday, September 23, 2025

6:30 PM

DIRECTOR OF PARKS AND RECREATION

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

City Council

*David Gandesbery, Ward 1, Matthew Peacock, Ward 2, Bree Montoya,
Ward 3, Helen Grant Ward 4, Vacant, Ward 5, Joshua Hinkle, Ward 6,
Kimberly Blodgett, Ward 7, Scott Dixon, Ward 8,
Mayor Stephen Tyler Holman.*



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

**Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, September 23, 2025 at 6:30 PM**

AGENDA

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

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

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

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PROCLAMATIONS

1. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-10: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER AS PEDESTRIAN SAFETY MONTH IN THE CITY OF NORMAN.
2. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-11: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF SEPTEMBER AS HEALTHY AGING MONTH IN THE CITY OF NORMAN.

COUNCIL ANNOUNCEMENTS

CONSENT DOCKET

This item is placed on the agenda so that the City Council, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with approval of all Councilmembers, that item will be heard in regular order. Staff recommends that Item 3 through Item 22 be placed on the consent docket.

APPROVAL OF MINUTES

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

CITY COUNCIL SPECIAL MEETING MINUTES OF JULY 1, 2025 AND AUGUST 19, 2025

CITY COUNCIL OVERSIGHT COMMITTEE MEETING MINUTES OF AUGUST 14, 2025.

CITY COUNCIL FINANCE COMMITTEE MEETING MINUTES OF AUGUST 21, 2025.

CITY COUNCIL CONFERENCE MEETING MINUTES OF AUGUST 26, 2025.

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF AUGUST 26, 2025.

CITY COUNCIL COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE MEETING MINUTES OF AUGUST 28, 2025

Reports/Communications

4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE NORMAN OPTIMIST CLUB ANNUAL REPORT SUBMITTED TO THE BOARD OF PARK COMMISSIONERS.
5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE LITTLE AXE YOUTH SPORTS ANNUAL REPORT SUBMITTED TO THE BOARD OF PARK COMMISSIONERS.
6. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF AUGUST 31, 2025, AND DIRECTING THE FILING THEREOF.

7. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF AUGUST 2025.
8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF ELECTION TO PARTICIPATE IN THE SETTLEMENT AGREEMENTS WITH PURDUE PHARMA L.P. (AND CERTAIN AFFILIATES) AND THE SACKLER FAMILY, INCLUDING AGREEING TO THE TERMS OF THE GLOBAL SETTLEMENTS, THE RELEASE OF ALL CLAIMS AGAINST THESE ENTITIES, AND THE PERMISSIBLE USES OF MONIES RECEIVED PURSUANT TO THE SETTLEMENTS TO COMBAT THE OPIOID EPIDEMIC; AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE PARTICIPATION FORMS FOR EACH SETTLEMENT ON THE CITY OF NORMAN'S BEHALF.

Final Plat

9. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2526-2: FINAL PLAT FOR VICTORY FAMILY CHURCH 2024 PARKING GENERALLY LOCATED ONE-HALF MILE NORTH OF WEST TECUMSEH ROAD BETWEEN NORTH FLOOD AVENUE (US HIGHWAY 77) AND 24TH AVENUE N.W.
10. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2526-3: FINAL PLAT FOR MINICK MATERIALS ADDITION (GENERALLY LOCATED ONE-HALF MILE NORTH OF INDIAN HILLS ROAD ON THE EAST SIDE OF INTERSTATE DRIVE).

Contracts

11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-1718-53: BY AND BETWEEN THE NORMAN TAX INCREMENT FINANCE AUTHORITY AND GARVER, L.L.C., FOR THE DESIGN ENGINEERING OF THE TECUMSEH ROAD – 24TH AVENUE NW AND FLOOD AVENUE INTERSECTIONS PROJECT IN THE AMOUNT OF \$155,198 AS OUTLINED IN THE STAFF REPORT.
12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2223-55: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND GARVER, L.L.C., FOR THE DESIGN ENGINEERING OF THE 24TH AVENUE NE WIDENING PROJECT – ROCK CREEK ROAD TO TECUMSEH ROAD IN THE AMOUNT OF \$88,804 FOR THE 2019 BOND PROJECT.

13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER TWO TO CONTRACT K-2324-177: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND K&R BUILDERS, INC., DECREASING THE CONTRACT AMOUNT FROM \$2,955,043.21 TO \$2,895,487.75, FINAL ACCEPTANCE AND FINAL PAYMENT OF \$72,208.77 FOR THE CONSTRUCTION OF THE 60TH AVENUE NE BRIDGE REPLACEMENT BOND PROJECT.
14. CONSIDERATION OF ACCEPTANCE, APPROVAL, AWARDED, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT THROUGH THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS (ACOG) OF FEDERAL TRANSIT ADMINISTRATION 5303 FUNDING IN THE AMOUNT OF \$100,000 TO BE USED FOR ELIGIBLE TRANSIT PLANNING ACTIVITIES WITHIN THE CENTRAL OKLAHOMA TRANSPORTATION MANAGEMENT AREA (TMA) AS IDENTIFIED IN THE FY2026 UNIFIED PLANNING WORK PROGRAM (UPWP), AND APPROVAL OF CONTRACT K-2526-66 AS OUTLINED IN THE STAFF REPORT.
15. CONSIDERATION OF APPROVAL, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-67 AND RESOLUTION R-2526-50: A PROJECT MAINTENANCE, FINANCING, AND RIGHT-OF-WAY AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR PROJECT TAP3-8721(004)AG, STATE JOB 38721(04)(05)(06)(07), FOR PEDESTRIAN CROSSING SYSTEMS ON 36TH AVENUE NW AT THE ENTRANCE TO ALL SAINTS CATHOLIC SCHOOL AND ON 24TH AVENUE NE AT CREIGHTON DRIVE; AND RESOLUTION R-2526-50 AUTHORIZING THE AGREEMENT.

Resolutions

16. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-37: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$5,382.84 FROM THE REFUNDS / REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT TO PAY FOR REPAIRS TO CITY OF NORMAN VEHICLES DAMAGED BY OTHER DRIVERS IN TRAFFIC COLLISIONS.
17. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-44: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$7,500,000 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO CEDAR LANE ROAD FROM BLACK LOCUST COURT TO EAST OF 36TH AVENUE SE IN NORMAN.
18. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-45: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$3,943,222.40 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO CONSTITUTION STREET FROM JENKINS AVENUE TO OAK TREE AVENUE IN NORMAN.

19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-48: A RESOLUTION OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$786,550.34 IN ACOG AIR QUALITY GRANT FUNDING FOR THE CONVERSION OF THE ASPHALT PORTION OF THE ROBINSON STREET PATH BETWEEN 24TH AVENUE NW AND FLOOD AVENUE IN NORMAN TO CONCRETE.
20. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-49: A RESOLUTION OF THE CITY OF NORMAN, OKLAHOMA REQUESTING \$981,922.02 IN STBG-UZA-SAFETY FUNDING FOR THE INSTALLATION OF ARTERIAL DYNAMIC MESSAGE SIGNS UPGRADES (PHASE 1) AT VARIOUS LOCATIONS IN NORMAN.
21. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-54: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$3,214.58 FROM THE REFUNDS / REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT TO PAY FOR VETERINARIAN CARE AND BOARDING COSTS TO THE CITY OF NORMAN IN CLEVELAND COUNTY DISTRICT COURT, CASE NO. CJ-2025-1164, CITY V. GERHART..
22. CONSIDERATION OF ACCEPTANCE, APPROVAL, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-58: A RESOLUTION OF THE NORMAN UTILITIES AUTHORITY AUTHORIZING THE ACCEPTANCE OF AMERICAN RESCUE PLAN ACT AND EMERGENCY GRANT FUNDS FROM THE OKLAHOMA WATER RESOURCES BOARD.

NON-CONSENT ITEMS

Second Reading Ordinance

23. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-4 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE SOUTHWEST QUARTER (SW/4) OF SECTION 12, TOWNSHIP 9 NORTH (T9N), RANGE 3 WEST (R3W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND I-2, HEAVY INDUSTRIAL DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NORTH OF W. TECUMSEH ROAD ON N. FLOOD AVENUE)
24. CONSIDERATION OF AWARDDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-3: A PRELIMINARY PLAT FOR NORTH FLOOD BUSINESS PARK ADDITION, A SIMPLE PLANNED UNIT DEVELOPMENT, GENERALLY LOCATED ONE-QUARTER MILE NORTH OF TECUMSEH ROAD ON THE EAST SIDE OF FLOOD AVENUE.

25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-5 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE EAST HALF (E/2) OF SECTION NINE (9) AND THE WEST HALF OF SECTION TEN (10), TOWNSHIP EIGHT NORTH (T8N), RANGE TWO WEST (R2W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE-FAMILY DWELLING DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NEAR THE NORTHEAST CORNER OF THE INTERSECTION OF CLASSEN BOULEVARD AND CEDAR LANE ROAD)
26. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-6: PRELIMINARY PLAT FOR ST. JAMES PARK ADDITION, A PLANNED UNIT DEVELOPMENT, GENERALLY LOCATED ONE-QUARTER MILE EAST OF CLASSEN BOULEVARD ON THE NORTH SIDE OF CEDAR LANE ROAD.
27. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-4: PRELIMINARY PLAT FOR ST. JAMES CENTRE SECTION 2, LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF CEDAR LANE ROAD AND 24TH AVENUE S.E.
28. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-7 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE THE NORTHEAST QUARTER (NE/4) OF SECTION TWO (2), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE THE SAME IN THE I-1, LIGHT INDUSTRIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (5451 HUETTNER DRIVE)
29. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-8: PRELIMINARY PLAT FOR HUETTNER INDUSTRIAL PARK (A REPLAT OF LOT 2, BLOCK 1, VALUE PLACE ADDITION) GENERALLY LOCATED ONE-HALF MILE SOUTH OF INDIAN HILLS ROAD ON THE EAST SIDE OF YORK DRIVE (5451 HUETTNER DRIVE).

30. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-8 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE SPRING BROOK ADDITION 11 LT 1 BLK 1, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA FROM THE C-1, LOCAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, AND TO GRANT SPECIAL USE FOR A BAR, LOUNGE, OR TAVERN; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3250 W. ROBINSON STREET)
31. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-10 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTIONS 20-1008 ("LICENSE REQUIRED") THROUGH 20-1013 ("OUTSIDE SALES") OF ARTICLE 20-X ("FOOD SERVICES") WITHIN CHAPTER 20 ("LICENSES AND OCCUPATIONS") AND APPENDIX A ("CITY OF NORMAN FEE SCHEDULE") TO THE CODE OF THE CITY OF NORMAN TO IMPLEMENT CHANGES CONSISTENT WITH NEW STATE LAWS RELATING TO THE LICENSURE, REGULATION AND INSPECTION OF MOBILE FOOD ESTABLISHMENTS AND MOBILE FOOD PREPARATION VEHICLES; PROVIDING AN EFFECTIVE DATE OF NOVEMBER 1, 2025; AND PROVIDING FOR THE SEVERABILITY THEREOF.
32. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-11 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTION 2-301 TO REMOVE MENTION OF NORMAN ELECTION COMMISSION; REPEALING ARTICLE 10-II TITLED "CAMPAIGN DISCLOSURES OF CONTRIBUTORS, CONTRIBUTIONS AND EXPENDITURES" OF THE CODE OF THE CITY OF NORMAN, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF.

MISCELLANEOUS COMMENTS

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

ADJOURNMENT

File Attachments for Item:

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



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/23/2025

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE NORMAN OPTIMIST CLUB ANNUAL REPORT SUBMITTED TO THE BOARD OF PARK COMMISSIONERS.

BACKGROUND:

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

DISCUSSION:

The City has Contract K-1819-70 with the Norman Optimist Club (NOC) to manage the youth softball and baseball programs, the adult softball program and allows use of the fields at Reaves Park. NOC also provides youth basketball and volleyball programs at the Young Family Athletic Center (YFAC). NOC gave its annual presentation to the Board of Park Commissioners on June 5, 2025. Their presentation included information about their events, programming, rentals, and 2023-2024 financials.

RECOMMENDATION:

It is recommended that the City Council accept the Norman Optimist Club's (NOC) annual report for the 2024 calendar year.



NORMAN OPTIMIST CLUB ORGANIZATION ANNUAL REPORT CHECKLIST REPORT

Narrative of all league and tournament activity

Youth Baseball and Softball Leagues and Tournament Activity

The Norman Optimist Club (NOC) operates 2 recreation youth baseball and fastpitch softball leagues per year. The spring league games begin near the end of March and will finish in June. The fall season games begin after Labor Day, and finish near the end of October. NOC youth fastpitch and baseball tournaments run from March through November.

The NOC also coordinates field usage and groundskeeping for Legends Softball, Adult Softball leagues, and the OU spring and fall intramural softball games. Throughout the year, we also work with many other organizations and non-league teams to accommodate field requests. Some of these groups include OU Club Baseball, OU fundraising events, community fundraising/special events, and homeschool teams/leagues, and tackle and flag football teams.

Norman Optimist Club Mission Statement

The Optimist Club of Norman, Inc. d/b/a "The Norman Optimist Club", is an affiliate of Optimist International.

Mission: By providing hope and positive vision through the members of this Club, this Club Will Bring Out the best in children, families, our Members, and our community.

All league and tournament fee structures

NOC utilizes early, regular, and late fee registration prices for each season.

- Team Discount Codes: We also offer \$10 team discount codes for each player, for coaches who register early and request a code
 - Sp 2025, 175 Softball Codes, 450 Baseball Codes
- Scholarships: Scholarships are provided by request. These vary from 50%, 90%, to 100% reduced rates
 - Sp. 2025: 100 scholarships, Fall 2024: 61, Sp 2024: 68

Spring Early and Regular Registration Prices

- 4U Wee Ball: \$90/\$100 per player
- 5U - Prep Baseball: \$115/\$125 per player
- 6U - 14U Softball: \$115/\$125 per player

Baseball Tournaments: Most NOC baseball tournaments run 2 pool play games into single elimination. One day tournaments begin with straight double elimination bracket play.

- | | |
|----------------------------------|------------------------------|
| • <u>Tournament Fees 2-3 day</u> | <u>Tournament Fee 1 Day</u> |
| Gate: \$10 Srs/Military: \$8 | Gate: \$10 Srs/Military: \$8 |



5/6u - \$50
 7/8u - \$75
 9/10u - \$150
 11/12u - \$175
 13/14u - \$200

5/6u - \$75
 7/8u - \$100
 9/10u - \$175
 11/12u - \$200
 13/14u - \$250

Athlete registrations for 2024 and Spring 2025

NOC ATHLETE REGISTRATIONS FOR LEAGUES AT REAVES PARK					
Spring 2024 Youth League Registration = 1,240 athletes			Fall 2024 Youth League Registration = 979 athletes		
6U (t-ball)	50		6U (t-ball)	30	
8U (coach pitch)	132		8U (coach pitch)	103	
10U	96		10U	97	
12U	24		12U	83	
14U	0	Total = 302	14U		Total = 313
4U co-ed t-ball	70		4U co-ed t-ball	8	
5U t-ball	104		5U t-ball	69	
6U t-ball	94		6U t-ball	54	
7U baseball	133		7U baseball	60	
8U baseball	98		8U baseball	116	
9U baseball	117		9U baseball	113	
10U baseball	86		10U baseball	78	
11U baseball	109		11U baseball	50	
12U baseball	26		12U baseball	61	
13U/14U baseball	101	Total= 938	13U/14U baseball	57	Total= 666
Spring 2025 Youth League Registration = 1,324 athletes					
6U (t-ball)	74				
8U (coach pitch)	137				
10U	120				
12U	68				
14U	13	412			
4U co-ed t-ball	42				
5U t-ball	93				
6U t-ball	106				
7U baseball	108				
8U baseball	162				
9U baseball	113				
10U baseball	92				
11U baseball	77				
12U baseball	62				
13U/14U baseball	55	Total= 912			



League Games Run Monday, Tuesday, Thursday (rainout games on Wednesday) for 10 games each team. April 7- June 20th

Baseball: 790 games this season

- Pre Season Round Robin of 2 games each team that opted in- March 28 & 29 (65 total games)
- Post Season Tournament June 6-8 teams can opt out of this (2 pool into single elimination)

Current Spring 2025 Registered League Baseball: Total Number of Teams 79

4U Tball - 3, 5U Tball - 8, 6U Tball - 9, 7U Coach Pitch - 10, 8U Coach Pitch - 14, 9U Kid Pitch - 8, 10U Kid Pitch - 11, 11U Kid Pitch - 6, 12U Kid Pitch - 5, 13/14 Prep Kid Pitch - 5

List of Baseball Tournaments for Spring/Summer 2025

March 1 Dust off the mitts (did not make)

March 8-9 Spring Frenzy (rained out but played Friday night)

March 15-16 Home Run Havoc (37 paid teams)

April 12-13 Baseball Hyped

April 19 Hoppy Easter

April 26-27 Baseball Against Cancer

May 10-11 Mom's, The Diamond's of Baseball

May 17-18 Dingers for Summer

May 24 Red/White/Blue

June 13-15 The Heart of Baseball

June 20-22 Bring the Heat

June 27-29 Summer Battle

July 11-13 Hot in Norman

(Thinking of doing one more in July for like a night-time tournament)

List of Softball Tournaments for Spring/Summer 2025

March 15th Dust off the Bases

APRIL 19 Hoppin' Good Time

MAY 17/18 Pink Out For Mom I

MAY 24/25 School's Out

JUNE 14/15 Beards and Bats

JUNE 20-22 Rec All Star State

JUNE 28/29 Beat the Heat

JULY 12/13 Midsummer Mischief

JULY 25/26 Midnight Madness



Breakdown of revenues by category (equipment, labor, supplies, capital, etc)

The Norman Optimist is a nonprofit organization and our Board members have full transparency of our income and expenses.

Common supplies and purchases, not fully extensive

- **Groundskeeping supplies and equipment:** fuel, chalk, trash bags, dirt conditioner, rakes, shovels, tarps, rain pumps, all the vehicles & heavier tools needed (mowers/blowers/carts/gator) and dragging equipment both deep drags and chain drags- and the mechanical maintenance/replacement for all the equipment (auto parts, engine repair, dragging chains & pins)
- **Field Equipment:** bases and base plugs, pitching mounds and pitching mats, temporary fence repair/items
- **League supplies and operational needs:** iPads/service, umpire cards, field signage and registration signs, league & tournament awards, and office supplies
- **Coach background checks** (free for all coaches)- which is around \$25 per coach(avg 3 per team).
- **Cleaning supplies needed:** toilet paper/paper towels, mopping equipment, cleaning agents, gloves
- **Gate supplies:** tables, chairs, cashboxes, tape, canopies, weatherpods, markers, stamps, wristbands, safes
- **Operational expenses:** Website, accounting, payroll fees, insurance policies (both Optimist International and Compsource Mutual) Square POS, TeamSideline, iTournaments bracket fee
- **Projects:** In addition to general maintenance, we do save up for larger projects and equipment/vehicles
- **Staff:** 3-4+ weekday lead groundskeepers, 3-4 additional workers to help with trash/cleaning during the league and tournaments, Softball director, Baseball director, Head Umpires, Gate Workers, and the NOC Executive Director and Office Manager

Paycom Labor Allocation Report

See attached report



2025 Profit and Loss

Optimist Club of Norman January-December, 2024

EXPENSES		INCOME	
Baseball Expenses & Operations	\$1,852.13	Baseball Income	47,070.22
Operations	\$3,033.74	Baseball Facility Rental	16,240.00
Cart/Equipment	\$8,995.00	Parking Revenue	18,717.11
Cart/Equipment Repairs	285.61	Total for Baseball Facility Rental	\$34,957.11
Coach Background Checks	4329.15	Concession Sales	9,359.98
Concession Expenses (permits/supplies etc)	2,054.57	League Registrations	
Concession (Bathroom/supplies)/etc	8,215.00	Fall Baseball Registration	64,897.40
Total for Concession Expenses	\$10,269.57	Fall Softball Registrations	27,823.99
Ground Maintenance	\$4,088.89	Spring Baseball/Softball Registrations	140,292.23
Grounds Maintenance Products	\$3,378.52	Total for League Registrations	\$233,013.62
Fuel	1,681.86	Tournament Revenue	72,001.88
Total for Grounds Maintenance Products	\$5,060.38	Total for Baseball	\$396,402.81
Total for Ground Maintenance	\$9,149.27		
Miscellaneous	\$561.61		
Reaves Utilities	2,573.00		
Tournament Expenses	\$1,100.59		
Awards/Trophies	7,232.00		
Total for Tournament Expenses	\$11,732.59		
Total for Baseball Expenses	\$49,381.67		
Operating Expenses	4,487.26		
Accounting	2,530.00		
Insurance	1,460.00		
Bank Fees	427.93		
Community/Local Promo	1,985.75		
Dues - Optimist Int	2,542.96		
Facility	4,557.82		
Marketing	481.97		
Meals & Entertainment	252.54		
Operations	786.7		
Payroll Service	6,913.57		
Phones/Internet	8,948.19		
Supplies & Materials	329.74		
Utilities	16,301.91		
Web Software	6,477.19		
Total for Operating Expenses	\$72,273.95		
Total Listed Expenses	265,732.63		
See Wages/Taxes attached			



Disclosure of all commissions, refunds and rebates to organization

Revenue beginning and ending fund balance

Annual budget including revenues, m & o and capital costs

	General	Baseball	Basketball	Cheer	Football	Volleyball	Total	MGMT	Program
Operating Expenses									
Background Checks		4329.1		21.95	1,348.95		5,700.00	0%	100%
Bank Fees	427.93						427.93	100%	0%
Bookkeeping	2,530.00						2,530.00	100%	0%
Depreciation	23,104.99						23,104.99	100%	0%
Facility	4,557.82						4,557.82	100%	0%
Fundraising	180.83						180.83		
Dues & Licenses	2,542.96						2,542.96	100%	0%
Meals & Entertainment	252.54						252.54	100%	0%
Payroll	267,892.54						267,892.55	100%	0%
Payroll Service	6,360.87						6,360.87	100%	0%
Payroll Taxes	63,015.93						63,015.93	100%	0%
Phones/Internet	8,948.19						8,948.19	100%	0%
Professional Fee	4,625.00						4,625.00	100%	0%
Utilities	14,864.01	2,693.92					17,557.93	85%	15%
Web Software	2,958.16						2,958.16	100%	0%
Coaches			4,325.00				4,325.00	0%	100%
Concession Expense		10,269.57	1,819.40				12,088.97	0%	100%
Ground Maintenance		9,134.17					9,134.17	0%	100%
Repairs		9,280.61					9,280.61	0%	100%
Tournament Expense		13,550.34			480.00		14,030.34	0%	100%
Event Registrations			4,203.62				4,203.62	0%	100%
Marketing	175.00				481.97		656.97	27%	73%
Staff									
Supplies & Materials	329.74		2,432.30				2,762.04	12%	88%
Uniforms			430.43	3,016.00	7,606.26		11,052.69	0%	100%
Equipment		2,422.72			1,704.33		4,127.05	0%	100%
Operations	7,513.81	4,802.35	20,174.45	255.42	8,167.05	1,280.00	42,193.08	18%	82%
Postseason			6,123.00			482.00	6,605.00	0%	100%
Facility Improvements	1,159.30						1,159.30	100%	0%
INFC Fees/USA					1,200.00		1,200.00	0%	100%
Advertising & Marketing									
	411,439.63	56,482.78	39,508.20	3,293.37	20,988.56	1,762.00	533,474.54	533,474.54	



Optimist Club of Norman 2026 Budget

Program Revenue Estimates		Program Expenditures	
Fall Baseball	\$60,000.00	Baseball Expenses/Operations	\$6,000.00
Fall Softball	\$25,000.00	Cart/Equipment/Repairs	\$10,000.00
Fall Flag Football	\$40,000.00	Concession Bldg Expenses (Perm	\$8,000.00
Tackle Football	\$8,000.00	Ground Maintenance/Products/ Fu	\$10,000.00
Sideline Cheerleading	\$5,000.00	Tournament Expenses/ Awards/Mi	\$10,000.00
Spring Baseball	\$95,000.00	Basketball Expenses	
Spring Softball	\$45,000.00	Cheer Expenses	\$1,500.00
Basketball	\$30,000.00	Flag Football Expenses	\$1,000.00
Volleyball	\$5,000.00	Equipment	\$2,000.00
Facility Rentals and Additional Income		Uniforms	\$9,000.00
Reaves Park/Adult/OU/OU Mens	\$45,000.00	Fall Tackle FB League	\$4,500.00
Concessions	\$15,000.00	Equipment	\$6,000.00
Hangar	\$30,000.00	Operating Expenses	\$3,500.00
Tournament Income- all sports	\$110,000.00	Accounting	\$2,700.00
Total Revenue	\$513,000.00	Background Checks	\$8,500.00
		Bank Fees	\$450.00
		Community/Local Promo	\$2,500.00
		Dues - OI	\$3,500.00
		Insurance- Workers Comp	\$6,500.00
		Facility	\$7,000.00
		Marketing	\$500.00
		Meals & Entertainment	\$300.00
		Operations	\$2,000.00
		Phones/Internet	\$8,000.00
		Supplies & Materials	\$500.00
		Utilities	\$17,000.00
		Web Software	\$5,000.00
		Payroll Expenses	\$7,000.00
		Taxes	\$65,000.00
		Wages	\$285,000.00
		Total Budgeted Items	\$492,950.00

**Norman Optimist Club Board of Directors & Staff**

Position	Name	Phone & Email
President	Noah Allen	405-664-1200, noahallenqb7@gmail.com
President-Elect	Manny Young	405-761-3878, Manuelyoung45@gmail.com
Past President	Scott Dixon	405-213-5030, scottdixon51@gmail.com
Treasurer	Mike Owens	405-650-3511, Mikejowens10@yahoo.com
Secretary	Brent Davison	405-651-9496, davisonsales@gmail.com
At-Large	Robert Norman	405-831-7274, roberternestnorman@gmail.com
At-Large	Brandon Rehkop	405-226-0286, brandonrehkop@att.net
At-Large	Austin Brister	405-274-7800, aabrister@gmail.com
At-Large	Brian Witt	918-691-0888, witt9658@icloud.com
At-Large	Jamie Wyrick	405-204-1875, jamie.wyrick@gmail.com
At-Large	Mitchell Biesemeyer	405-640-9656, mitch.aaron@gmail.com
At-Large	Andy Gunn	405-388-6720, Andy_gunn@yahoo.com
At-Large	Jeremy Hager	817-880-4746, jhager5@gmail.com
At-Large	Mike Hobson	405-816-1177, mikehobson06@gmail.com
At-Large	Steve Collins	405-305-7525, soonercoll10@gmail.com
At-Large	Travis Curry	405-408-7097, travis_curry@hotmail.com
At-Large	Tommy Klepper	405-210-9026, tklepperjr@tommyklepperlaw.com
At-Large	Zach Adair	405-615-5843, adairzach@gmail.com
At-Large	Jared Guyer	405-308-5025, JaredGuyer@gmail.com
At-Large	Trent Brown	405-593-1991 trent@normansports.org
At-Large	Scott Clift	405-816-8941, sclift@cacfinancial.com
At-Large	Lance Uhles	405-550-4969, lanceuhles@gmail.com
Executive Director	Amanda Prince	405-615-6590, normansports@gmail.com
Office Manager	Lindsay Austin	405-609-4811 normansports@gmail.com
Athletic Director	Stephen Massey	405-313-7456 normansports@gmail.com
Hangar	Curtis Massey	405-639-0990 normansports@gmail.com
Baseball	Kim Basler	405-919-8200 kimbasler51912@gmail.com
Softball/Adult Softb	Tobi Perry	405-659-3436 nocsoftballdirector@gmail.com
Volleyball	Joanna Boyd	405-479-7002
League Asst	Tiffany Young	405-534-7839
Gate Director	Debbie Cox	405-445-2585 dcox10291957@gmail.com
Maint/Grounds	Seth Thomas	405-317-3796 sethdthomas24@gmail.com

NOC Record Maintenance

Amanda Prince- Executive Director
 Lindsay Austin_- Office Manager
 Mike Owens- NOC Treasurer



Item 4.

Taxes

We work with Picek and Hollingsworth to file our annual taxes.

3500 West Robinson St. Suite 104, Norman, OK 73072

E: office@pandhcpa.com / T: (405) 366-0101 <https://www.pandhcpa.com/>

E: **Shelby McCaffrey** <shelby@pandhcpa.com>

Current status: Tax returns for 8/31/24 were extended and due 7/15/25.

Labor Allocation Summary Report

Date Range (03/01/2025)

Item 4.

Admin[100] - OPTIMIST CLUB OF NORMAN[13922] Totals

Code	Desc	Hours/Units	Amount	%	Code	Desc	Amount	Wages	Amount	%
R	Regular	7,972.31	198,554.26	70.8965	217,119.26	Fed W/H	6,788.32	217,119.26	3,148.25	70.8965 Gross
Commission		0.00	20,565.00	84.2310	217,119.26	Medicare	3,148.24	217,119.26	13,461.38	188,018.52 (70.4025%)
CMS					217,119.26	Social Sec	13,461.38	193,811.82	581.42	234,310.31 (70.8904%)
					217,119.26	OK W/H	5,149.00			

Total Earnings 7,972.31 217,119.26 70.8965 Total Deductions 28,548.94 Total Employer Taxes 17,191.05 70.8127

Maintenance/Grounds[300] - OPTIMIST CLUB OF NORMAN[13922] Totals

Code	Desc	Hours/Units	Amount	%	Code	Desc	Amount	Wages	Amount	%
R	Regular	4,723.04	78,443.70	27.5856	85,011.64	Fed W/H	2,234.49	85,011.64	1,232.68	85,011.64 (27.7591%)
O	Overtime	171.65	4,717.94	100.0000	85,011.64	Medicare	1,232.68	85,011.64	5,270.72	74,989.75 (28.1151%)
CMS	Commission	0.00	3,850.00	15.7690	85,011.64	Social Sec	5,270.72	85,011.64	255.03	91,770.07 (27.7650%)
					85,011.64	OK W/H	1,274.00			

Total Earnings 4,894.69 85,011.64 27.7591 Total Deductions 10,011.89 Total Employer Taxes 6,758.43 27.8391

Gate[400] - OPTIMIST CLUB OF NORMAN[13922] Totals

Code	Desc	Hours/Units	Amount	%	Code	Desc	Amount	Wages	Amount	%
R	Regular	334.62	4,116.94	1.4856	4,116.94	Fed W/H	30.00	4,116.94	59.70	4,116.94 (1.3443%)
					4,116.94	Medicare	59.70	4,116.94	255.26	3,740.98 (1.4024%)
					4,116.94	Social Sec	255.26	4,116.94	12.35	4,444.25 (1.3446%)
					4,116.94	OK W/H	31.00			

Total Earnings 334.62 4,116.94 1.3443 Total Deductions 375.98 Total Employer Taxes 327.31 1.3482

NORMAN OPTIMIST CLUB
Client: 13921

Labor Allocation Summary Report

Date Range (03/01/2024 - 03/01/2024)

Item 4.

Company Totals

[illegible]

File Attachments for Item:

5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE LITTLE AXE YOUTH SPORTS ANNUAL REPORT SUBMITTED TO THE BOARD OF PARK COMMISSIONERS.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 09/23/2025

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE LITTLE AXE YOUTH SPORTS ANNUAL REPORT SUBMITTED TO THE BOARD OF PARK COMMISSIONERS.

BACKGROUND:

Little Axe Youth Sports (LAYS) has been a part of the Little League organization for many years and offers baseball and softball programs for 6 to 12-year-olds. The Babe Ruth Organization sanctions LAYS and participates with the North Canadian Athletic Association (NCAA). LAYS offers both League and Tournament and offers teams throughout the region opportunities to grow, learn, and excel on the diamond. The Little Axe Baseball and Softball Complex is located at 1000 168th Avenue NE and is in close proximity to Lake Thunderbird, which offers the summer league and guest participants opportunities to cool off after a long day at the ballfields.

DISCUSSION:

The City is the owner of public property known as Little Axe ballfields located at the Little Axe Community Center grounds, 1000 168th Avenue NE. The City has Contract K-1920-117 with the Little Axe Youth Sports (LAYS) to provide youth baseball/softball programs at the Little Axe ballfields. LAYS gave its annual presentation to the Board of Park Commissioners on June 5, 2025. Their presentation included information about their events, programming, rentals, and 2023-2024 financials.

RECOMMENDATION:

It is recommended that the City Council accept the Little Axe Youth Sports (LAYS) annual report for the 2024 calendar year.

LITTLE AXE YOUTH SPORTS

2024 Annual Report

LAYS Board
LAYouthSports@gmail.com

Little Axe Youth Sports
1000 168th Ave NE
Norman, OK 73026-9200

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L.A.Y.S. 2024 Board Members

President: Tiffany Earhart

Vice President: Vacant

Treasurer/Secretary: Vacant

Board Members

Susan Tiger

Richard Ketakeah

Concession Staff

Concession Manager: Jill Dickerson

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2023 Little Axe Youth Sports Board

Position	Name	Phone Number	Alternate Contact
President	Tiffany Earhart	928-257-5868	SnowBunnie1978@gmail.com
Vice President	Vacant		
Treasurer/Secretary	Vacant		
Board Member	Susan Tiger	405-434-2866	
Board Member	Richard Ketakeah	405-432-3417	
Board Member			
Board Member			
Board Meetings are held on an Adhoc basis			
Concession Manager	Jill Dickerson	928-246-9316	
Community Center Contact	Gabby	292-9771	

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1. Narrative of all League and Tournament Activity

Community and coaches' meetings were held several times throughout the year to recruit new board members; at which time, any unoccupied offices were open for election and new members seated. Unfortunately, in 2024, no new board members were found, therefore LAYS has several open board vacancies to be filled. We will continue to host community open meetings to try to gain more participation from adults in the community.

Before the CY24 season began, State, City and County permits were renewed. The Cleveland County Health Department performed an in-person inspection and the concession stand passed without violations.

For the 2024 Season, LAYS sanctioned again with the Babe Ruth Organization and participated with the North Canadian Athletic Association (NCAA) for league play and were able to hold online registrations. The online registration period ran from January through March. Coaches also participated by obtaining their background checks and registration through the Babe Ruth Portal and SportsEngine. Teams were organized, and parents were notified by coaches. Coaches attended the Coaches meeting where LAYS passed out 2024 OK Kids/NCAA Rules and answered questions for the upcoming season. For 2024, LAYS participated in the North Canadian Athletic Association which consisted of several towns.

LAYS also partnered this summer with Little Axe High School Softball program to assist the High School program with various school sanctioned tournaments by lending the High School certain LAYS equipment to use during the tournament. LAYS received no compensation for this.

As LAYS is solely revenue dependent on League and Tournaments; unfortunately, due to newer turf fields within the metro, LAYS was not selected to partner with Big Show Productions for 2024 field use. This is a significant revenue hit for our program and LAYS is working diligently to find substitute opportunities to bring necessary revenue in to continue park operation for the 2024 calendar year. At years end, LAYS was not successful in finding a new partner to help subsidize costs of ballpark operation with the hosting of tournaments.

Field improvements and maintenance are continually ongoing by LAYS. Many of the base plugs, pitching rubbers and some bases were replaced again for the 2024 season. Field 2 had to be completely scraped again to remove grass and level the playing surface as much as LAYS can with limited resources. We purchased over 20 tons of topsoil for the infields as it washes out each rain event due to the drainage issues. The temporary sand bags the City of Norman put along the North side of Field 2 did not hold up. LAYS requested an updated quote from United Turf and Track which included correcting the drainage issues that are still ongoing and getting the infield surfaces, specifically for Field 2 to a safe and maintainable state. LAYS is continuing to

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seek out additional quotes, grants, donations to help with drainage correction, field renovations. Thus far, LAYS has not received any quotes that are within the financial capabilities of LAYS to afford the drainage repairs needed for the fields. Subsequently, LAYS will need the City of Norman to ensure they are spraying the outfields for weed and sticker control in 2025, as in 2024 we were constantly faced with trying to control the weeds.

As of Fall 2024, it is LAYS understanding there are still open projects to correct the erosion problems, drainage, and other areas of improvement to be completed at the facility. LAYS continues to communicate with Parks to request status updates as several areas of erosion are growing, including separation of drainage covers and retaining walls. LAYS is requesting additional sand bags to be provided along Field 2 and Field 3 to help control the excessive run off that is still occurring. There are also significant new erosion issues around the fenceline of field 3, due to the run off from the higher elevation surrounding the field. Until the drainage and erosion issues are corrected, LAYS will continue to have to mitigate the damage to the infield playing surfaces to the best of their ability.

2. Organizational Mission Statement and Goals

These are included in the organization's By-Laws. A copy is attached to this report.

3. All League and Tournament Fee Structure

The organization charges a league fee of \$40 per child.

The gate fees for league were set by NCAA League. SCGCL gate admission is: Ages 16 & under are Free; Ages 17-59 is \$5.00, and those that are over the age of 65 are free.

4. Number of games, teams, players, tournaments, and scholarships

GAMES – Average of 16 per team (double headers) for Spring League

TEAMS – For Spring 2024, we had 6 League Teams from Little Axe participate.

PLAYERS – Baseball had 65 participants. Softball had 12 participants and 10 adult volunteers.

TOURNAMENTS – LAYS hosted 1 tournaments in 2024.

5. Age of Participants

USSSA guidelines regulate the age of participants. Players at Little Axe range in age from four to twelve years.

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6. Breakdown of Revenue

SEE ATTACHED REPORT

7. Disclosure of all Commissions, Refunds, and Rebates to the Organization

The league received reimbursement for:

☐ N/A

8. Revenue Beginning and Ending Fund Balance

SEE ATTACHED REPORT

9. Annual Budget

SEE ATTACHED REPORT

10. Current Record of Officers

All expenditures are approved by a quorum of officers' present at any duly called meeting.

Certain expenses were given an annual blanket approval, such as regular field maintenance allowance, and the purchase of weekly supplies for the concession stand.

SEE ATTACHED LIST OF OFFICERS

11. Names of Those Responsible for Maintaining Books and Records

The By-Laws dictate that the secretary, Tiffany Earhart, will be responsible for all records.

Each team has a roster containing a roster, contracts, and birth certificates. These records maintained electronically via SI Play. For 2024, they will be maintained in SportsEngineHQ.

☐ Meeting Minutes are on file.

☐ Insurance coverage is on file.

☐ A copy of all correspondence sent or received is on file.

The By-Laws dictate that the Treasurer, Tiffany, will be responsible for all records pertaining to the finances. The organization has a bank account with MidFirst Bank. All revenues are deposited into this bank account. All expenditures are processed through

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this bank account. The organization maintains a business checkbook. A monthly financial report is provided to the board and available to the community upon request. All receipts and invoices are maintained and placed in a binder. All bank statements and any other financial documents are organized in this binder.

12. Affirmation That Organization is Filing Yearly State Tax Returns

SEE ATTACHED

Little Axe Youth Sports
1000 168th Ave NE
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LITTLE AXE YOUTH SPORTS INC.

BY-LAWS

The organization shall be known as the Little Axe Youth Sports, Inc., herein referred to as L.A.Y.S. It shall be operated under the direction of the Little Axe Youth Sports Committee herein referred to as the L.A.Y.S. Committee. L.A.Y.S shall be compliant with the City of Norman contract. Abide by the Rules and Regulations of the N.C.A.A. and OK Kids Association.

PURPOSE

The purpose of L.A.Y.S. is to implant firmly in the children of the community the ideas of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier boys and girls and will grow to be decent, healthy and trustworthy men and women.

To achieve this objective, the L.A.Y.S. will provide a supervised program of baseball and softball games regulated by the rule and policies of the N.C.A.A. Directors, officers and members shall bear in mind that stressing exceptional athletic skills or the winning of games is secondary and that the type and quality of leadership extended to the boys and girls is of prime importance.

FISCAL YEAR

The fiscal year of the corporation shall run from January 1 until December 31. These stated by-laws will be in effect until the establishment of another revision of these by-laws, but must be reestablished and voted upon the following year by the L.A.Y.S. Committee.

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L.A.Y.S. COMMITTEE

ARTICLE 1

The L.A.Y.S. Committee shall consist of the following listed in hierarchy:

- President – 4 year position
- Vice President – 3 year position
- Treasurer – 2 year position
- Secretary – 2 year position
- Concession Stand Manager – 3 year position
- Up to seven (7) Board Members – 3 year position

Any L.A.Y.S. Committee position that is available will be open for nominations during the first January meeting. The L.A.Y.S. Committee in private will vote on the nominations. All nominations voted into office will be called by the President and informed of the decision. All offices shall be elected with a majority vote by the L.A.Y.S. Committee present.

Any vacancy in office due to death, resignation, and removal or otherwise shall be filled by a person chosen and voted on by the L.A.Y.S. Committee. In the event the office of President becomes vacant the Vice President may take the office of President for the remainder of the term. The vacant office shall be filled by a person chosen and voted on by the L.A.Y.S. Committee for the remainder of the term. Any member may be carried over past written time limit if no applicants apply for open positions. Any member may reapply for position but will not be allowed to vote or be present during voting of that position.

All resignations must be hand written and accepted by the board. A verbal resignation shall only be accepted if the member fails to perform duties thereafter. If a member officially resigns and chooses to return to the board, a vote must be conducted in a non-emergency, regularly scheduled meeting to bring them back into the board.

The L.A.Y.S. Committee shall meet annually in the month of January as votes are tied, to obtain a majority rule.

Seven (7) of the Seventeen (17) officers of the L.A.Y.S. Committee will constitute a quorum for the conduct of business. A majority vote by an established quorum of officers present will be sufficient to approve or reject a motion. In the absence of a called meeting, or between meetings, the President may circulate a motion by any method to include phone calls, text, or e-mail for the resolution of any question he/she deems of sufficient importance. In this instance a majority vote of the entire board will be required for approval. An attempt must be made to contact all board members. In the event of an urgent action, an emergency meeting can be called. During this meeting the minimal number of board members constituting a quorum shall be three. Attempts shall be made to contact all Board Members. Ample time shall be given to Board

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members to respond depending on the severity of the situation before a meeting is called into motion and a decision made.

The officers of the corporation shall not be personally liable for any debt, liability, or obligation of Little Axe Youth Sports, Inc. All persons, corporations, or other entities extending credit to, contracting with, or having any claim against, the corporation, may look only to the funds and property of the corporation for the payment of any such contract or claim or for the payment of an debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from the corporation.

The LAYS does not recommend voting in any board members that are married. In the event that this does happen, the married couples vote shall constitute one vote between the two.

L.A.Y.S. Committee officers shall not receive compensation for any services performed on behalf of the L.A.Y.S. Committee or the maintenance/repairs of the fields. Items of reimbursable expense must be voted on by the L.A.Y.S. Committee and approved. All expenses will be briefed during meetings and made available in the meeting minutes.

All items identified as requiring purchase must be preapproved during a duly called meeting and identified in the meeting minutes. The board may elect to approve annual spending for regular or reoccurring items such as monthly electric bill or concession purchases. Payment or purchase receipts must be kept for records by the treasurer. Any emergency purchases may be made by phone contact to board members with verbal authorization. This authorization shall be documented in the next meeting minutes.

ARTICLE II

OFFICES

President - The President shall be the chief operations officer and shall have the authority and responsibility for the general and "everyday" management of the L.A.Y.S. business of the organization as prescribed and take full responsibility for the L.A.Y.S. Complex.

The President may delegate to other officers of the L.A.Y.S. Committee such portions of his/her responsibilities as he/she deems appropriate but shall be held accountable for their actions and the result thereof.

The President shall oversee the scheduling of practice, games, umpires and concession.

The President shall assist the Umpire Commissioner with paying the umpires.

The President shall receive and follow-up on all protests.

The President shall be responsible for compliance and maintenance of any contracts with the City of Norman that might be in effect, as well as maintaining working relations with the City of Normans Community Center.

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The President shall be present at all city and league meetings, and must keep the L.A.Y.S. Committee updated of any and all business transaction at such meetings.

Any action required of, or responsibility placed upon the President shall pass to the next member in seniority if the President should be incapacitated, or for any reason should be unable, or simply fail, to take action or fulfill such responsibility.

At the end of the current season the President shall call a meeting of the L.A.Y.S. Committee to discuss any changes required to the by-laws or items of interest. This includes maintenance of the facilities, equipment and or items needed for the following season.

The President shall call an L.A.Y.S. Committee meeting in the month of January prior to the community meeting in January to establish what positions needing filled and any pertinent information that needs discussed during the community meeting.

The President shall be removed if failure to operate in the best interest of the L.A.Y.S. or fails to accomplish stated responsibilities by a vote of the L.A.Y.S. Committee.

Vice President – The Vice President functions as an assistant to the President.

In the absence of or disability of the President he/she shall assume and perform the duties of the President.

The Vice President shall in the absence of the President be present at all city and league meetings, and must keep the L.A.Y.S. Committee updated of any and all business transacted at such meetings.

The Vice President shall relay problems/suggestions to the President as they occur.

The Vice President shall assist the Umpire Commissioner with paying the umpires.

Vice President the Vice President is responsible for the sign out and tracking of all keys within the facility. All members receiving a facility key will sign for the key. All keys received by other than L.A.Y.S. Committee members shall be returned at the end of the season.

The Vice President shall be listed on the checking account but will only act during the absence of the Treasurer.

The Vice President shall control or assist in the practice/game schedule.

The Vice President shall be removed if failure to operate in the best interest of the L.A.Y.S. or fails to accomplish stated responsibilities by a vote of the L.A.Y.S. Committee.

Secretary – The Secretary shall maintain all of the records of L.A.Y.S. including but not limited to meeting minutes, agendas, contracts, N.C.A.A., OK Kids, and USSSA rules and regulations. He/she is responsible for the filing of all records and ensuring proper forms are available at all

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times. He/she shall ensure all paperwork at the end of the season deemed critical (birth certificates, social security numbers, etc) is destroyed by shredding or burning. He/she will have at the minimum one board member present during this process. Electronic documents may be sustained for possible future use, but these documents may not be shared for any purpose other than official L.A.Y.S business.

The Secretary shall keep all L.A.Y.S. Committee, N.C.A.A., City of Norman, and USSSA contact information current and on file.

The Secretary shall ensure a current copy of the meeting minutes are available at the concession stand or designated area deemed appropriate by the L.A.Y.S. Committee at all times during the season.

Treasurer - The Treasurer shall manage the checking account and all funds transactions including but not limited to paying Association's bills, maintaining league funds records, and the submission of progress reports. He/she shall prepare a Financial Statement for presentation at the annual Norman Parks and Receptions meeting in the month of July. Such statement shall reflect, in reasonable detail, the income and expenses of the past year and the amount of assets and liabilities of the Association as of the moment said report is being made. This information will be updated in the last week of December for the annual Board meeting in January.

The Treasurer is responsible for filing all L.A.Y.S. taxes at the end of the year or when due and briefing the current status to include the starting check number, ending check number and current fund total during the L.A.Y.S. Committee meetings. He/she shall ensure \$1500.00 is allocated for after season expenses.

The Treasurer shall file all non-profit paperwork on behalf of the L.A.Y.S. Committee.

The Treasurer shall write all receipts and assists the Baseball and Softball Commissioners during sign ups.

All proceeds received from the sponsorship program shall be tracked. This money shall be maintained in the L.A.Y.S. checking account but shall have a separate total from other income due to field use only. This money may be used towards \$1500.00 allocated during the season for any additional expenses.

The Treasurer shall design an Accounts form for the tracking of funds made by the concession stand, and shall provide copies to the Concession Stand manager for completion.

Concession Stand Manager - The Concession Stand Manager is responsible for stocking the concession stand and ensuring the concession stays stocked. He/she shall be responsible for the restrooms and any maintenance and or repairs needed on the concession stand. He/she shall maintain all concession stand equipment. Any repairs and or replacement of items will be briefed to the L.A.Y.S. Committee.

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The Concession Stand Manager shall present to the L.A.Y.S. Committee at the beginning of the season an established list of consumable items and prices to be voted on by the committee.

He/she shall establish a sign in/out log for tracking all volunteers and team participation.

He/she shall be responsible for establishing a list of scheduled volunteers for the concession stand and gate admissions and ensuring appropriate money is available during tournaments, this includes a hand stamp for the gates.

He/she shall schedule a food handler's class through the Community Center. He/she shall keep track of volunteer's names from each team for scheduling purposes.

Current copies of the N.C.A.A. by-laws, L.A.Y.S. by-laws, rule books, team schedules, practice time schedule, and meeting minutes shall be kept in the concession stand at all times.

The Sonic Corporation may supply cups but must be given advance notice. All toiletries may be supplied by the community center but must be given advance notice.

The Concession Stand Manager is responsible for scheduling the Health Department from the City of Norman and ensuring all Health Department requirements are met.

No individual under 16 years of age shall be allowed to enter the concession stand during hours of operation. In the event of an emergency, the concession stand must be closed and locked.

An Accounts form designed by the Treasurer shall be filled at the end of any day the concession stand was opened.

Advertisement Manager – Advertisement Manager is responsible for ensuring all sponsorship letters/information is distributed and collected from businesses in the local community and abroad. He/she shall keep a record of all businesses donating and the amount donated for future reference. A copy of these records shall be given to the Treasurer for tax purposes.

He/she shall ensure all sponsors receive a personal letter of appreciation from L.A.Y.S.

Field Manager – The Field Manager is responsible for ensuring all fields, equipment, and structures are properly maintained. This includes mowing, dragging and preparation of the fields. He/she shall be responsible for the procurement of bases and any maintenance the fields may require. He/she shall make all calls for rain delays and shall inform the Baseball and Softball Commissioners.

Baseball Commissioner - The Baseball Commissioner shall be responsible for L.A.Y.S. baseball compliance with N.C.A.A. and /or OK Kids Association, and USSSA Rules and Regulations, and must maintain a current copy of the rules and regulations to help with any conflicts that may occur.

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He/she shall coordinate with the Vice President, Softball/T-ball Commissioner and Field Manager on the practice/game schedule. The schedule shall be posted at all times at the concession board or window and L.A.Y.S. office.

The Baseball Commissioner shall correspond with the baseball coaches regarding any questions and/or problems. He/she shall relay problems/suggestions to the President as they occur.

The Baseball Commissioner shall make and receive calls such as, but not limited to, contacting the coaches when practice or games are canceled or changed.

The Baseball Commissioner shall be responsible for all sign up paperwork/packages, collecting all applicable money and the completion of all preseason and post season tournaments along with the distribution of all baseball trophies.

Softball/T-ball Commissioner – The Softball/T-ball Commissioner shall be responsible for L.A.Y.S softball/T-ball compliance with N.C.A.A , OK Kids Association, and USSSA Rules and regulations, and must maintain a current copy of the rules and regulations to help with any conflicts that may occur.

The Softball/T-ball Commissioner shall coordinate with the President, Baseball Commissioner and Field Manager on the practice/game schedule. The schedule shall be posted at all times at the concession stand board or window and L.A.Y.S. office.

The Softball/T-ball Commissioner shall correspond with softball and T-ball coaches regarding any questions and /or problems. He/she shall relay problems/suggestions to the President as they occur.

The Softball/T-ball Commissioner shall make and receive calls such as, but not limited to, contacting the coaches when practice or games are canceled or changed.

The Softball/T-ball Commissioner shall be responsible for all sign up paperwork/packages, collecting all applicable money and the completion of all preseason and post season tournaments along with the distribution of all softball/T-ball trophies.

Umpire Commissioner- Shall be responsible for all umpires, assuring that they are properly certified and aware of the league rules.

The Umpire Commissioner shall ensure that the umpires have the correct uniforms.

The Umpire Commissioner shall be responsible for scheduling of umpires and notifying the umpires when games are canceled.

The Umpire Commissioner shall sign all umpire payment slips with the President, Vice President or appointed representative.

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Board Members – Up to seven (7) board members can be elected to sit on the committee.

Board Members shall attend all L.A.Y.S. Committee meetings to vote when necessary on issues with the L.A.Y.S. Committee as well as advise the L.A.Y.S. Committee as to public concerns or comments.

Board Members may be required to assist different duties that are appointed to them by the L.A.Y.S. Committee, such as but not limited to, working concession and collecting gate fees.

Board Members are required to attend at least two (2) home games a week and all home tournaments. Exceptions may be made with President approval. If a board member misses more than two scheduled board meetings in a row without President approval, he or she will be removed from the board.

L.A.Y.S. Committee or board members that have custody or legal guardianship of children playing baseball/softball shall have the child's start up fee paid for by the L.A.Y.S committee. No L.A.Y.S. Committee or board member shall have more than 3 children sponsored at a time.

Coaches – Coaches shall be required to sign a Coaches Agreement with the Little Axe Youth Sports, Inc.

Coaches shall coordinate with the commissioner(s) on all matters pertaining to the team or league.

Coaches shall operate the team within the rules and regulations of the N.C.A.A., OK Kids Association, and USSSA.

The last coach to practice on a field must ensure the bases are stored in the L.A.Y.S. barn.

The home team is responsible for cleaning both the home and away teams dug outs after each game or practice.

Coaches are required to attend all coaches meetings throughout the season and are highly encouraged to attend board meetings. During these meeting Coaches may suggest changes to bylaws or park improvements.

Coach's at the end of the season shall turn in all coach's packages to the L.A.Y.S. to be destroyed. This ensures that no pertinent information falls into the wrong hands. This step is to ensure the welfare of the child stays intact.

Coach's/parents, if birth certificates are requested by the parents at the end of the season to use towards another sport the L.A.Y.S. must be notified in advance before they are shredded. A photo Identification is required before any birth certificates will be given to the requester.

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Coaches should:

- Allow players to have fun
- Teach players fundamentals
- Teach players sportsmanship
- Ensure that all players play at least 2 innings
- Be considerate of player's feelings and exhibit self-control at all times.
- Show respect for opposition and fans
- Cooperate with officials and fans
- Keep winning and losing in their proper perspective. Stress effort rather than scores.

Coaches shall refrain from:

- Baiting officials or disputing their decisions on the field
- Angering the opposition or fans by word or gesture
- Yell at, insult, or be-little the players on the field
- Attend practices or games with beer or alcohol on his/her breath

Coaches will be selected in the following order:

- Head coach of team from previous year
- Head coach moving up a league
- Assistant coaches from previous year moving up to head coach
- Coaches that have previously coached in our program
- New coaches on a first come, first served basis

A coach's position is not a guaranteed position. The L.A.Y.S. board may elect to replace a coach at any time if they deem it appropriate for the best interest of the league or players. In the event that the Coach is being removed during the season, the Coach shall have an opportunity to speak at the L.A.Y.S. Committee meeting where on behalf of his removal/discharge is being considered. Any removal/discharge shall require a majority vote of an established quorum. In the event a Coach is being considered for removal/discharge, he/she will not be eligible to constitute a quorum or vote. If a Coach is considered for removal outside of the season, the Coach is not guaranteed a right to speak on his/her behalf for the vote.

Any Coach shall be required to submit to a background investigation, if such investigation is warranted and requested by a majority vote of an established quorum of the L.A.Y.S. Committee. Should a background investigation be performed the cost of such investigation shall be paid for by the Coach of with the investigation is performed on, not to exceed \$25.00. In the event the background investigation exceeds said amount the remainder of the balance shall be paid by L.A.Y.S.

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Parents/fans – All parents, legal guardians/custodians/fans shall support all children; not only the children in which they are legally responsible for. They shall display sportsmanship and support all coaches and represent themselves accordingly.

Any parent having difficulty or can't pay in full any of the fees required shall contact any of the L.A.Y.S. board members to set up a payment plan. If a payment plan can't be established the board shall set up a work plan for the parent, this may include working in the concession, field clean up or other jobs in need of completion.

We wish parents to understand that the purpose of the program is to teach their children fundamentals and sportsmanship, but most of all, to have fun. It is our hope that the parents understand the overall program and goals and will assist in carrying them out.

The L.A.Y.S. board appreciates responsible reporting of infractions that are not in the best interest of the program. However, parents should refrain from complaining about close calls, judgment calls, or other questionable arguments. Parents, fans, or coaches, who under the opinion of the ranking L.A.Y.S. board member are disrupting the game will be asked to leave the park. Failure to comply may result in the calling of authorities.

ARTICLE III

GENERAL

The by-laws may be amended, repealed or altered in whole or in part at any duly organized meeting of the L.A.Y.S. Committee by a majority vote of an established quorum of the L.A.Y.S. Committee present, provided notice of the proposed change is included in the notice of such meeting.

All rules and by-laws shall be followed in the following hierarchy

- All Federal, State, and Local laws in which the Little Axe Community falls into jurisdiction
- The LAYS contract with the City of Norman
- OK Kids Association rules and by-laws for baseball
- USSSA rules and by-laws for softball
- NCAA rules and by-laws
- LAYS by-laws herein

Rules of the Fields

The following rules shall apply to the entire baseball/softball field area to include the barn, fields, concession stand, or any area where a child might be present for the purpose of participating in a L.A.Y.S. event.

- All local, state, and federal laws pertaining to public parks shall be followed.
- Smoking shall only take place in the parking lot according to local law (Sec 10-503).

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- There shall be no use of profane or offensive language in the park, fields, or around children.
- Parents/fans shall not be permitted on the baseball/softball fields without the explicit consent of the coach during practice. Parents/fans shall not be on the baseball/softball fields during games.
- Parking in the North parking lot may only be utilized by those with a handicap sign on their vehicle. Parking in front of the barn shall be used by L.A.Y.S. board members only, and will only be used when picking up or dropping off equipment or supplies.
- The two western most aisles of the South parking lot shall be reserved for Frisbee-Golf participants if a Frisbee-Golf game or tournament is scheduled at the same time as any L.A.Y.S. event.
- Any assault or battery happening in or on L.A.Y.S. Complex premises to include parking lots shall be handled by the L.A.Y.S. or individual(s) assaulted. The L.A.Y.S. or individual(s) reserve the right to prosecute according to Oklahoma law OSA 21-650.1 under assault and battery of a sports official. This includes Umpires, Time keepers, Coach, Official or other person having authority in connection with an athletic contest. Assault and Battery includes:
 - a. Assault-An unlawful attempt, coupled with apparent ability, to commit a violent injury on the person of another; or an intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such violence is imminent.
 - b. Battery-Willful and unlawful use of force or violence upon the person of another; or actual, intentional and unlawful touching or striking of another person against the will of the other; or unlawfully and intentionally causing bodily harm to an individual.
- L.A.Y.S. reserves the right to make any decisions, policy or reinforce any punishment deemed appropriate by the L.A.Y.S.
- Any Coach, Commissioner or league member being reported must be reported in the following sequence:
 - a. Coach
 - b. Commissioner
 - c. Vice President
 - d. President
 - e. L.A.Y.S Committee

If the complaint starts with the coach, the coach shall be addressed, if a solution cannot be agreed upon, the complaint shall be taken to the commissioner and so on until satisfactory results are achieved.

- All lost and found items left in the care of any board member shall be returned to the rightful owner or held by the board for one year at which time the item becomes

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property of the LAYS. The LAYS board shall at that time determine what to do with the item. All items shall be kept in the LAYS facilities.

- During the playing season, the home team is responsible for removing debris or trash from the field said team played on at the conclusion of each game. This is to include the visitor's dug-out and play area. Failure to clean the fields will result in a fine of \$50 for each infraction. Coaches are encouraged to notify a board member if they are inheriting a field with trash before they take control of the field to prevent catching blame for the mess.
- During the practice season, each team is responsible for cleaning the field in which they practice on at the conclusion of each practice. This shall include both dug-out areas. The team practicing on Field 3 is also responsible for the batting cage, whether said team used the batting cage or not. Failure to clean the fields after each practice will result in a fine of \$50 for each infraction. Coaches are encouraged to notify a board member if they are inheriting a field with trash before they take control of the field to prevent catching blame for the mess.

Financial Regulations

All purchases on behalf of L.A.Y.S. that are not covered by this set of by-laws must be approved by a majority vote of an established quorum. Receipts shall be signed by the President, Vice president and or Secretary/Treasurer.

The Field Commissioner shall be permitted to make routine purchases for the maintenance of fields and/or equipment with solely the consent of the Treasurer if the cost of said purchase is not more than \$200.00. If the Treasurer does not approve of the purchase of a requested item, the question of purchasing that item must be approved by a majority vote of an established quorum.

The Concessions Manager shall be permitted to make routine purchases for the concession stand with solely the consent of the Treasurer for the purpose of restocking approved menu items or cleaning items. In this case, a list of items being purchased must be made for the Treasurer's approval, and nothing may be purchased that is not on the approved list. If the Treasurer does not approve an item on the list, that item must be marked out from the list and may not be purchased. If the Concession Manager continues to wish to purchase a disapproved item, that item must be approved by a majority vote of an established quorum.

Sponsorship of the L.A.Y.S. fields shall cost \$125.00 per field sponsorship with an unlimited number of sponsors per field. Sponsors are encouraged to provide a 5' X 8' vinyl banner at their expense to be displayed during the current season and any off season tournaments. No banners shall be displayed having derogatory, racial, profanity, or pictures determined inappropriate for the L.A.Y.S. Complex.

All players fees shall be collected before the start of the preseason tournament or the player/s will not be permitted to participate during the preseason tournament or any practices/games there after until fees are paid due to insurance purposes.

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All pre and post season fees shall be collected two weeks prior to the start of the preseason tournament. Once pre and post season fees have been collected by the board and payment made to the NCAA league no refunds shall be given. If a team has not paid or refuses to pay they shall not be allowed to practice or play any games on the LAYS fields until the fees have been collected. Any game on the LAYS fields shall be considered as a forfeit and reported as such to the league. Any difficulties making this deadline shall be presented to the L.A.Y.S. Committee.

The league shall not be responsible for any items sold by a coach, team or any member not associated with the L.A.Y.S. Committee.

Coach's/parents receiving money for merchandise and failure to deliver said merchandise or reimbursement of payment will not be allowed to coach until commitments have been honored. Once all commitments have been met, the L.A.Y.S. Committee shall decide upon reinstatement of the coach/parent.

Little League teams not associated with the L.A.Y.S. wanting to practice during the N.C.A.A. season shall pay the L.A.Y.S. Committee \$100.00 dollars (without light and amount agreed upon by board with lights) and shall be scheduled during open practice times. L.A.Y.S. teams have priority over the fields when scheduling considerations are being made. This rule may be waived by a majority vote in an established quorum.

Record Keeping

All records containing personal information for any L.A.Y.S. Committee member, coach, or player shall be reviewed at the end of the year. Any records determined to be no longer required shall be destroyed in such a manner that any personal information on such records is illegible and/or cannot be used to obtain identity information by the public. Any records determined to be required shall be maintained in the office with restricted access to prevent such record to be used to obtain identity information by the public. All records perceived as confidential and no longer required shall be shredded by the Secretary and one board member.

Umpires

Umpires shall only be paid for the games they umpire. If two umpires are required and it is decided by both teams that one shall call the game, that umpire shall only receive the normal amount of pay.

Umpires shall receive a food card for every two games they umpire. If during the day three games are called only one food card will be given. Any additional items shall be purchased at the umpire's expense.

Volunteers

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Volunteers working the concession stand shall have a food handler's license as required by the State of Oklahoma. Food handler's license will be paid by the volunteer. Upon completing required scheduled concession stand time the food handler's license cost shall be reimbursed to the volunteer.

Volunteers working at least (4) four hours during game and or tournaments will be given a free meal. These meals shall be tracked by the Concession Stand Manager and totaled at the end of the day for record keeping.

All teams shall have a minimum of (5) five volunteer positions to work the concession stand or gate during games and or tournaments. These volunteer positions shall be scheduled through the Concession Stand Manager. Any team not submitting the minimum (5) five volunteer positions shall be charged \$100.00 per volunteer position not supplied.

Renting out the Fields

A review of the contract with the City of Norman shall be made before a contract is made with an entity wishing to rent the baseball fields. This is to assist in setting the prices.

No L.A.Y.S. Complex equipment (tractor, field drags, etc.) shall be used during games or tournaments by the team, business or renter renting the L.A.Y.S. Complex. Only L.A.Y.S. Committee members are authorized to use said equipment.

Any team wanting to lease the L.A.Y.S. Complex for games or tournaments during the N.C.A.A. season shall have a contract set by the L.A.Y.S. Committee for a fee agreed upon by the committee. The L.A.Y.S. reserves the right to open and keep any proceeds from the concession or gate.

Any team, business or leaser renting the L.A.Y.S. Complex fields for games, practice or tournaments shall be responsible for any broken/damage to complex equipment/items during the lease agreement. Broken/damaged equipment/items shall be replaced at teams, businesses or leaser's expense.

. Any team holding games or tournaments not associated with the L.A.Y.S. shall pay all umpires fees

Liquidating Assets

Any Item deemed surplus or disposable with a cost value shall be voted upon by the board. If deemed disposable items shall be thrown in the trash or donated to whoever wants the item. If deemed surplus a price shall be agreed upon and or a method of liquidating. The items shall be liquidated in one of three ways.

- First – The item may be traded for another item or work to be completed.
- Second – The item may be sold by a set price.

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- Third – The item may be sold by silent auction. The auction shall have a designated close out date. Bids shall be submitted in a sealed envelope and given to the treasurer. On the close out date the board shall determine a winner. In the event of a tie, both names will be placed in a hat with the winning bidder's name being drawn. All notices of sale or silent auction shall be posted on the concession display board.

In the event that the LAYS should ever shut down or dissolve all items being rented and or leased shall be returned to their rightful owner as soon as possible. All remaining items shall be voted upon for possible disposal, liquidating or allocating to a local Little Axe Little League sport or the Little Axe School for further advancement of the community. No board member shall keep for personal gain any item belonging to the LAYS during a shut down or dissolve. All items may be sold and all debts paid at which point the remaining monies shall be distributed to whom the board votes.

CERTIFICATE OF ATTESTATION

We, the undersigned, hereby certify that the above stated By-Laws were adopted at a duly organized meeting of the L.A.Y.S. Committee on the 20th day of April 2011 and that a quorum was present and voted to accept these by-laws.

President, Little Axe Youth Sports, Inc.

Vice President, Little Axe Youth Sports, Inc.

Secretary, Little Axe Youth Sports, Inc.

Treasurer, Little Axe Youth Sports, Inc.

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Balance Sheet As of December 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Little Axe High School	20.00
Little Axe Youth Sports Inc (4077)	-74.39
Petty Cash	342.00
QuickBooks Checking Account	-4,347.85
Total Bank Accounts	\$ -4,060.24
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$ -4,060.24
TOTAL ASSETS	\$ -4,060.24
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Cleveland County Payable	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Retained Earnings	-4,537.49
Net Income	477.25
Total Equity	\$ -4,060.24
TOTAL LIABILITIES AND EQUITY	\$ -4,060.24

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Profit and Loss January - December 2024

	TOTAL
Income	
Gift In Kind Donations	100.00
Non Profit Income	650.00
Concessions	1,953.32
League	3,150.00
Tournament	3,006.98
Total Non Profit Income	8,760.30
Unapplied Cash Payment Revenue	0.00
Total Income	\$8,860.30
GROSS PROFIT	\$8,860.30
Expenses	
Bank Charges	440.82
Dues & Subscriptions	616.16
Insurance - Liability	1,049.00
League Fees	105.00
Office Expenses	371.10
QuickBooks Payments Fees	89.40
Refunds	50.00
Repair & Maintenance	
Field Maintenance	770.00
Landscaping 1099	1,228.49
Total Repair & Maintenance	1,998.49
Supplies	
Concession Supplies	3,481.18
Total Supplies	3,481.18
Taxes & Licenses	175.00
Online Fee	6.90
Total Taxes & Licenses	181.90
Total Expenses	\$8,383.05
NET OPERATING INCOME	\$477.25
NET INCOME	\$477.25



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Confirmation

Confirmation

[Click here](#) to print this confirmation page for your records.

Your payment has been submitted and should appear shortly in the Requests tab.

Confirmation Number: 0-367-665-248

Payment Amount: \$201.34

The payment will be posted to your account within 2-3 business days following the payment initiation date. If your account does not reflect the payment after this date, please send us a message.

For additional contact information [Contact Us](#)

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Confirmation

Confirmation

[Click here](#) to print this confirmation page for your records.

Your payment has been submitted and should appear shortly in the Requests tab.

Confirmation Number: 2-123-833-440

Payment Amount: \$362.28

The payment will be posted to your account within 2-3 business days following the payment initiation date. If your account does not reflect the payment after this date, please send us a message.

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