

## YOUTH COUNCIL CONTRACT - FY 2024-25

This agreement is made and entered into by and between The City of Oklahoma City, a municipal corporation ("The City" or "City of OKC"), and Leadership Oklahoma City, Inc. ("LOKC" or "Professional Consultant").

### WITNESSETH:

WHEREAS, The City provides youth who reside within the corporate limits an opportunity to learn about local government through personal experience; and

WHEREAS, The Youth Council of Oklahoma City provides selected youth with hands on experience in the operations of local government; and

WHEREAS, The Youth Council of Oklahoma City provides youth participants with an opportunity to be involved in the political process and possibly influence decisions on issues that impact their homes, neighborhoods, schools, friends and community; and

WHEREAS, The youth will benefit from the Youth Council by having more representation of their interests in local government and by being equipped with a better understanding of the mechanics of the political process at the local level; and

WHEREAS, All citizens of The City will benefit from the Youth Council of Oklahoma City as increased youth involvement will result in the development of future City leaders as youth acquire knowledge of and an understanding of local government processes; and

WHEREAS, LOKC is a not-for-profit community-based organization that has as its mission the development of leaders; and

WHEREAS, LOKC has developed and provides various community leadership development programs including, but not limited to, two programs for high-school aged students; and

WHEREAS, LOKC supports the efforts of other organizations and institutions in the development of leadership skills, and has developed a curriculum and program for the Youth Council of Oklahoma City; and

WHEREAS, It is necessary to seek assistance from an experienced organization to provide the services necessary to operate the Youth Council of Oklahoma City; and

WHEREAS, City Staff have researched the existence of potential providers of such services, and have determined that LOKC is the sole provider of such services within the Oklahoma City area;

WHEREAS, City staff requested LOKC develop a program outline (hereinafter

"Proposal") setting forth Leadership Oklahoma City's plan for operating and maintaining the Youth Council of Oklahoma City; and

WHEREAS, The City approves of LOKC's Proposal and desires to enter into an agreement with LOKC to implement the Youth Council of Oklahoma City Program.

NOW, THEREFORE, The City and LOKC agree as follows:

**I. PURPOSE**

The purpose of this agreement is to state the respective duties and obligations of The City and of LOKC with respect to operation of the Project.

**II. DUTIES OF EACH PARTY**

**A. LOKC**

1. LOKC shall staff the Youth Council of Oklahoma City in accordance with the guidelines set forth in its Proposal (Exhibit A) and incorporated herein by reference.
2. LOKC shall carry out the services described herein in a lawful manner and in accordance with the written policies, procedures, and requirements made known herein and; as contained in their referenced proposal, and/or authorized by The City.
3. A Progress Report (Exhibit B) and a Request for Funds Report (Exhibit C) shall be submitted by LOKC to the Project Manager no later than the 10th day of the following months, September, December, March and June.
4. LOKC will use all funds for the purpose set forth on the respective Request for Funds Report for youth living within the corporate limits of The City of Oklahoma City.
5. LOKC will provide a final report summarizing student comments and recommendations for the future year's program.

**B. City of OKC**

1. The City shall reimburse LOKC an amount not to exceed \$28,500 for costs and expenses incurred by LOKC in connection with the Project and in accordance with the proposed budget as set forth in the Proposal. All such reimbursements shall be consistent with the proposed budget as set forth in the Proposal. The City acknowledges that the proposed budget includes the amount of \$19,000 to be

paid to LOKC as reimbursement for personnel expense in connection with the Project. All other such costs and expenses shall be reimbursed for third party costs incurred by LOKC. Furthermore, it is expressly understood and agreed that in no event will the total reimbursements paid to LOKC exceed the amount of \$28,500.

2. The Office of the City Council will be responsible for administering and implementing the terms of this Agreement on behalf of the City, and the Chief of Staff for the City Council will serve as Project Manager for this program Agreement.
3. The City agrees to allow the use of City facilities for meetings of the OKC Youth Council free of charge, so long as resources permit, and upon prior approval of the Project Manager.
4. The City agrees to provide upon request, additional materials, administrative services, parking, and other resources (e.g., small scale copying services) free of charge so long as the City's resources permit. The Project Manager shall compile and maintain records of all additional materials and services provided, so that the dollar value of such can be ascertained. This will allow determination of the true cost of the program by adding the value of such additional items with the funds provided by The City.

### **III. COMPENSATION AND METHOD OF PAYMENT**

Funds will be paid to LOKC on a quarterly basis upon LOKC's submission of a claim form and City's approval of same. LOKC shall comply with all laws governing the making of a claim for payment under this agreement. LOKC shall be reimbursed for expenses incurred in the provision of services for that quarter. A Request for Funds (Exhibit C) will be submitted in order to receive payment for services under this Agreement. The form must be submitted by the 10<sup>th</sup> day of each quarterly reporting period, and must be accompanied by a Progress Report, as described above, covering the period for which payment is requested. The cumulative total of all payments shall not exceed the total agreement amount of \$28,500. In the event that there are unused budgeted funds, such funds will be owned and retained by The City. Because this Agreement is a reimbursement agreement, it is unlikely that LOKC would be in possession of unused City and provided for the program, however, should that occur, LOKC shall immediately refund all such unused funds at the end of the fiscal year.

### **IV. SPECIAL CONDITIONS**

- A. LOKC understands the terms and conditions of this Agreement are subject to the provisions of City, State and Federal law.

B. LOKC agrees to the following special conditions.

1. The Project Manager shall be allowed to make scheduled visits of the Program during the period of the Agreement and LOKC will cooperate with all reasonable requests related to these monitoring visits.
2. LOKC shall provide to the Project Manager copies of the Quarterly Monthly Progress Report (Exhibit B) and the Request for Funds Report (Exhibit C). The Project Manager shall in turn, provide these documents and any reports of monitoring visits to the City Council and these documents may be public record.
3. LOKC will not discriminate against any applicant for this program because of race, color, religion, creed, national origin, ancestry, sex, age, sexual orientation or disability as defined by the American with Disabilities Act of 1990 Section 3(2). LOKC will execute the Certificate of Nondiscrimination (Exhibit D).

## V. CITY'S RIGHT TO AUDIT

LOKC shall maintain and the City Auditor and the Office of the City Council, and any other appropriate City officials or their agents, shall have access to, for the purpose of audit, examination, evaluation, and copying, all financial records, service documents, paper, agreements, operational and program performance records, and all other relevant information of LOKC relating to this project which is funded by The City, for a period of five (5) years after termination of the agreement or longer if required by law.

LOKC will cooperate and will use good faith efforts to cause all payees to cooperate with all reasonable requests related to this Article of the Agreement.

Following commercially reasonable advance notice, authorized representatives of the City shall have access to LOKC's facilities and shall be allowed to interview current and former employees with knowledge of matters pertinent to this Agreement in connection with an audit in accordance with this Article. Further, any and all authorized representatives of the City shall have access to necessary records and shall be provided with adequate and appropriate workspace to conduct audits in accordance with this Article,

If an audit, inspection, or examination in accordance with this Article discloses intentional or fraudulent overpricing, overfilling, or overcharges by LOKC in excess of \$28,500, the reasonable cost of the City's audit shall be reimbursed to The City by LOKC.

## **VI. TIME OF PERFORMANCE**

The term of this Agreement will be from July 1, 2024 through June 30, 2025, unless earlier terminated, upon (10) day's written notice by either party. If terminated prior to the end of the term by the City without cause, then LOKC shall be reimbursed for all expenses incurred or to be incurred prior to the date of such termination.

## **VII. INDEMNITY AGREEMENT AND INSURANCE**

A. LOKC shall defend, indemnify and save harmless the City of Oklahoma City and any participating public trust and their officers, agents, and employees from and against all claims, damages, suits, costs, expense, liability, actions or proceedings of any kind or nature whatsoever, including, without limitation, Workers' Compensation claims of or by anyone whomever, in any way resulting from, or arising out of, directly or indirectly, LOKC's acts, omissions or operations under or in connection with the project or agreement, or LOKC's use and occupancy of any portion of the project site, including, without limitation, acts, operations and/or omissions of LOKC's officers, employees, representatives, suppliers, invitees, contractors, subcontractors or agents. Provided, however, LOKC need not release, defend, indemnify, or save harmless the City of Oklahoma City and any participating public trust or their officers, agents and employees from damages or injuries resulting from the negligence of their respective officers, agents or employees. It is understood that this indemnity and hold harmless provision is not limited by the insurance required under this Agreement.

## **VIII. INSURANCE**

Prior to approval of this contract, the Professional Consultant shall obtain insurance coverage as provided below. The Professional Consultant must provide, pay for, and maintain the types of insurance policies provided herein, in amounts of coverage not less than those set forth below. True and exact copies of all insurance policies required, and endorsement pages shall be provided to the City and its participating trusts on a timely basis if requested by City staff.

All insurance must be from insurance companies which are authorized to do business in the state of Oklahoma and are reasonably acceptable to the City and its participating trusts. The required insurance coverage and policies shall be performable in Oklahoma City, Oklahoma, and shall be continued in accordance with the laws of Oklahoma.

Nothing in this Section shall define or limit the rights of any party to this Contract under any other provision of this Contract, including but not limited to any indemnification provision.

- A. Additional Insureds: All liability policies (except professional liability and worker's compensation and employer's liability policies) shall provide that the City and its participating trusts are named additional insureds without reservation or restriction.

All insurance coverage of the Professional Consultant shall be primary to any insurance or self-insurance program carried by the City and its participating trusts,

All insurance policies shall include a severability of interest provision wherein claims involving any insured hereunder, except with respect to limits of insurance, interests shall be deemed separate from any and all other interest herein, and coverage shall apply as though each such interest was separately insured.

- B. Deductibles: All policies must be fully insured with any single policy deductible not exceeding \$25,000. All deductibles must be declared on the certificate of insurance. If no deductible is declared, the Professional Consultant is stating a deductible does not exist and thus a deductible is not approved or accepted. If the Professional Consultant's deductible is different than declared, then the city and its participating trusts will hold an equal amount from pay claims until corrected.

Self-insured retentions will not be accepted unless accompanied by a bond (financial guarantee bond) or irrevocable letter of credit guaranteeing payment of the losses, related investigations, claim administration and defense expenses not otherwise covered by the Professional Consultant's self-insured retention.

- C. Policy Limits: The insurance coverage and limits required of the Professional Consultant under this Contract are designed to meet the minimum requirements of the City and its participating trusts. Such coverage and limits are not designed as a recommended insurance program for the Professional Consultant. The Professional Consultant alone shall be responsible for the sufficiency of its own insurance program. Should the Professional Consultant have any question concerning its exposures to loss under this Contract or the possible insurance coverage needed therefore, the Professional Consultant should seek professional assistance.

Except for professional liability insurance, all policies shall be in the form of an "occurrence" insurance coverage or policy. If any insurance is written in a "claims-made" form, the Professional Consultant shall also provide tail coverage that extends a minimum of two years from the expiration of this Contract.

The minimum aggregate limits of such insurance policies and continuing coverage shall be:

1. Worker's Compensation and Employers Liability Insurance: The Professional Consultant shall provide and maintain, during the term of the Contract,

worker's compensation insurance as prescribed by the laws of the state of Oklahoma and employer's liability Insurance in an amount not less than One Hundred Thousand Dollars (\$100,000.00) each for all its employees employed at the site of the Program, and in case any work is subcontracted, the Professional Consultant shall require the subcontractor similarly to provide worker's compensation and employer's liability insurance for all the subcontractor's employees, unless such employees are covered by the protection afforded by the Professional Consultant. In the event any class of employees engaged in work performed under the Contract or at the site of the Program is not protected under such insurance heretofore mentioned, the Professional Consultant shall provide and shall cause each subcontractor to provide adequate insurance for the protection of the employees not otherwise protected.

2. Commercial General Liability Insurance: The Professional Consultant shall provide and maintain commercial general liability insurance coverage sufficient to meet the maximum cumulative liability of all parties to this Contract, including the City and any public trust participating in the Project, under the Governmental Tort Claims Act, 51 O.S. 151 et seq., (GTCA) and any amendment or addition thereto, as provided herein.

Property damage liability in an amount not less than Two Hundred Thousand Dollars (\$200,000.00) per claimant for loss, damage to or destruction of property, including but not limited to consequential damages arising out of a single accident or occurrence.

All other liability in an amount not less than One Hundred Seventy-Five Thousand Dollars (\$175,000.00) per claimant for claims including death, personal injury, and all other claims arising out of a single accident or occurrence.

Single occurrence or accident liability in an amount not less than One Million Dollars (\$1,000,000.00) for any number of claims arising out of a single accident or occurrence.

3. Automobile Liability Insurance the Professional Consultant shall provide and maintain comprehensive automobile liability insurance coverage, as to the ownership, maintenance, and use of all owned, non-owned, leased or hired vehicles sufficient to meet the maximum cumulative liability of all parties to this Contract, including the City and any public trust participating in the Program, under the Governmental Tort Claims Act, 51 O.S. 151 et seq., (GTCA) and any amendment or addition thereto, unless otherwise specifically and expressly provided herein.

Property damage liability in an amount not less than Two Hundred Thousand Dollars (\$200,000.00) per claimant for loss, damage to or destruction of property, including but not limited to consequential damages arising out of a single accident or occurrence.

All other liability in an amount not less than One Hundred Seventy-Five Thousand Dollars (\$175,000.00) per claimant for claims including death, personal injury, and all other claims arising out of a single accident or occurrence.

Single occurrence accident liability in an amount not less than One Million Dollars (\$1,000,000.00) for any number of claims arising out of a single accident or occurrence.

4. Professional Liability Insurance. The Professional Consultant shall provide and maintain professional liability insurance coverage in an amount not less than \$1,000,000 aggregate annual limit liability. Such insurance coverage shall be maintained during this Contract and for a period of two (2) years after the final, formal acceptance of this Program by the City.
- D. Certificates: The insurance coverage and limits required must be evidenced by properly executed certificates of insurance on the form furnished by The City or on forms approved by the Oklahoma Insurance Commissioner. Copies of these certificates are attached hereto. The certificate(s) must be signed by the authorized representative of the insurance company(s) shown in the certificate(s). The certificate must include the description or name.
- E. Cancellation: There may be no termination, non-renewal, reduction in coverage, or modification of such insurance coverage.

The Professional Consultant authorizes the City and its participating trusts to confirm all information as to the Professional Consultant's compliance with its bonds and insurance requirements with the Professional Consultant's insurance agents, brokers, surety and insurance carriers. The lapse of any insurance policy or coverage required by this Contract is a breach of this Contract for which the Professional Consultant shall repay and reimburse all damages, losses, and costs incurred by the City and its participating trusts as a result of such lapse. The City and its participating trusts may at their option suspend this Contract until there is full compliance with this paragraph or may cancel or terminate this Contract and seek damages for the breach of this Contract. The remedies in this paragraph shall not be deemed to waive or release any remedy available to The City and its participating trusts. The City and its participating trusts expressly reserve the right to pursue and enforce any other cause or remedy in equity or at law.



In the event of a reduction in any aggregate limit, the Professional Consultant shall immediately notify the City and its participating trusts and shall make reasonable efforts to have the full amount of the limits appearing on the certificate reinstated. If at any time the City and its participating trusts request a written statement from the insurance company(s) as to any impairments to or reduction of the aggregate limit, the Professional Consultant hereby agrees to promptly authorize and have delivered to the City and its participating trusts such statement.

- F. Duration of Coverage: All insurance coverage required under this Contract except professional liability insurance shall be maintained in full force and effect, until completion and formal acceptance of the Program by the City and its participating trusts for the duration of this contract. The Professional Consultant shall maintain in full force in effect the required professional liability insurance stated above during this Contract and for a period of two (2) years after the final, formal acceptance of this Program by the City and its participating trusts.

The requirements of the insurance provisions listed above shall survive the completion, expiration, cancellation or termination of this Contract.

## **IX. AGREEMENT DOCUMENTS**

- A. The Agreement, LOKC's Proposal, the attached Exhibits, and the insurance certificates contain the complete Agreement between The City and LOKC.
- B. It is agreed that this Agreement will not be assigned, in whole or in part by either party, without the written consent of the other party.
- C. If any provision of this Agreement is held illegal or unenforceable in a judicial proceeding, such provision shall be severed and shall be inoperative, and the remainder of this Agreement shall remain operative and binding on the Parties.
- D. Any increase in the total amount to be paid under this agreement shall only be effective after a written amendment to the agreement that increases the agreement price is approved by the City Council and signed by the mayor.
- E. In the event of any conflict between language in LOKCs Proposal (Exhibit A) and this Agreement, the language of this Agreement shall govern over the Proposal.

ADOPTED BY THE COUNCIL AND SIGNED BY THE MAYOR OF THE CITY OF OKLAHOMA CITY this \_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Reviewed for form and legality.

Ramona McDuff  
Deputy Municipal Counselor

By Lisa B. Synar  
President, Leadership Oklahoma City

STATE OF OKLAHOMA     )  
  )   SS  
COUNTY OF OKLAHOMA   )

This instrument was acknowledged by me by Christine Zeiley  
on the 27 day of June 2024.

Christine Zeiley  
Expiration: 09.08.24



## EXHIBIT A

### Proposal by Youth Leadership Exchange for Youth Council City of Oklahoma City

#### **Purpose**

The purpose of the Youth Council of the City of Oklahoma City is to provide Oklahoma City youth with an effective and meaningful channel to influence decisions that affect their homes, schools, friends, and community and to create a positive image of and for the youth in Oklahoma City.

#### **Objectives**

- Increased awareness of the Youth Council program; measure is noted by an increased number of applications received, % of growth.
- Expand Youth Councilor's knowledge and information concerning City operations, functions and quality of life issues; **measure will be reflected in the annual survey conducted prior to and following the program year**, results will be provided.
- Equip Youth Councilors to act as a communication link between the City and youth; measure will be reflected in the number of meetings attended, **provide written communication between Youth Councilors** and youth groups at school/church or in the community. **Summary of data, name of group and number of persons attending.**
- Provide City commissions and boards with effective youth participants; measure will be based on the # of meetings attended or monitored and summary of youth input.
- Conduct **annual pre-post survey of student's knowledge of City organization and number of people.**
- Youth Councilors will participate in neighborhood and homeowner associations, council related events, and with other community organizations; measure will be **summary of data, name of group and # of meetings attended.**
- Provide community service opportunities for youth; measure will include: **name of the organization, # of youth participating and # of hours of community service.**
- Provide leadership opportunities which require knowledge of parliamentary procedures; number of meetings conducted by Youth Councilors. **Identifying meetings by name and date.**

## **Activities of the Youth Council**

The activities of the Youth Council may include:

### ***Education of the Youth Councilors:***

- Youth Councilors learn about local government, its components, processes, challenges, and successes. Activities may include; shadowing city staff, participation in the Citizen Police and/or Fire Academies, and attendance at neighborhood association meetings in their ward.
- Youth Councilors become familiar with parliamentary procedure.
- Youth Councilors learn to organize and implement effective community meetings.
- Youth Councilors attend appropriate conferences and workshops in order to learn about effective local government and become more effective Youth Councilors.

### ***Communication and Input:***

- Youth Councilors provide a youth perspective on city issues pertaining to young people to the City Council and its Commissions and Boards as requested and appropriate.
- Monthly Youth council meetings will be held. The City Council at its pleasure may refer issues to the Youth Council for input.
- Recommendations from these meetings shall be provided to the City Council and/or its Boards and Commissions as appropriate.
- Youth Council will meet and communicate a minimum of twice per month with their respective Councilperson concerning ward or other community issues, report dates to YLX monthly.
- Youth Council shall attend neighborhood and community meetings and monitor City Council, Board and Commission meetings, record monthly.
- Youth Council provides a final year report to the City Council.

### ***Increased Youth Participation in City Issues:***

- Youth Councilors are responsible for **educating other young people** about city issues and for soliciting input on city issues from other young people each month through their student council organizations or other school organizations.
- The Youth Councilors themselves are expected to attend and report out on work of some Boards and Commissions.
- It may design and implement workshops, electronic access vehicles or written materials to provide information to city youth about services and opportunities for young people.

### ***Additional Activities***

As the Youth Council continues to mature programmatically, additional or different activities may become part of the program.

It is the recommendation of the Planning Committee that activities be added over the years as capacity for effective implementation increases.

### **2024-2025 Calendar for Youth Council of Oklahoma City**

August 12, 2024	<b>Orientation</b>
August 13, 2024	<b>Appointment</b>
August 23, 2024	<b>Opening Retreat (Mandatory)</b>
August 24, 2024	<b>Opening Retreat (Mandatory)</b>
September 4, 2024	<b>Class Session</b>
October 2, 2024	<b>Class Session</b>
November 6, 2024	<b>Class Session</b>
December 11, 2024	<b>Class Session</b>
January 8, 2025	<b>Class Session</b>
February 5, 2025	<b>Class Session</b>
March 6, 2025	<b>Class Session</b>
April 2, 2025	<b>Class Session</b>
April 30, 2025	<b>Class Session</b>
May 13, 2025	<b>Graduation</b>

### **Proposed Membership of Youth Council**

Each Councilperson receives nomination of two Youth Councilors from his/her Ward. The Mayor receives nomination of to two Youth Councilors for at large. The Selection Committee, in consultation with the City, recruit, screen, interview, and make recommendations to the Council on appropriate candidates for appointment.

Youth Councilors serve one-year terms. Councilors are not eligible to apply for re-appointment to a second term. Youth Councilors are considered members of Youth Leadership Exchange and will be expected to conform to the same Code of Responsibility as other participants in the Youth Leadership Exchange (Appendix A).

### ***Eligibility***

- Candidates for the Youth Council must reside in a Ward of Oklahoma City.
- They must be high school juniors or seniors during their term. Public, private, and home-schooled students of the appropriate grade equivalent are eligible.
- Candidates must have maintained a 3.00 grade point average (cumulative) in the academic year prior to the commencement of their term.
- Candidates must provide a completed application by the application deadline, including two letters of recommendation from adults.

### ***Additional Criteria***

- Potential candidates for the Youth Council should be able to demonstrate an interest in government and community service. For example, candidates with a history of participation in community service activities,

student council or other youth-governing organizations, and/or academic achievement in government or civics classes will be given preference.

- Fluency in English is desired.

### **Selection Process**

The staff of the LOKC and the volunteer Selection Committee manage the application process.

- Applications are available in the Spring of each year to any eligible Oklahoma City youth. The application includes a Ward Map of Oklahoma City to facilitate the applicant's meeting the residency requirement. There is no fee to apply.
- Applications are first screened for eligibility. Ineligible candidates are notified of their ineligibility.
- Applications are read and scored by at least two Selection Committee members. Based on those scores and other considerations, the pool of applicants may be narrowed for personal interviews.
- Interviews are scheduled at times convenient to youth (nights and weekends), or during school hours if the interviews can be conducted in the student's school. A minimum of two interviewers participates in the interview and scores the candidate.
- Using a combination of the scores from the written application and the personal interviews, the Selection Committee chooses applicants representing each Ward to recommend to the City Council for their appointment.
- City Council members may, as they desire, observe the interviews and any other part of the selection process in order to facilitate their appointment of Youth Councilors.
- The Youth Leadership Exchange office handles notification to unsuccessful candidates.

### **Organizational Infrastructure for the Youth Council**

#### ***Authority***

The City Council of Oklahoma City has final authority in all matters pertaining to the Youth Council.

#### ***Partnership with Leadership Oklahoma City***

The Youth Council Committee is housed administratively at the Youth Leadership Exchange, a program of Leadership Oklahoma City, Inc., a 501(c)(3) organization committed to developing leaders for Oklahoma City.

#### ***Staff***

The primary staff person for the Youth Council is the Youth Leadership Exchange Program Director, who works in conjunction with the Chief of Staff for the City Council. All records of the Youth Council are available to the City at any time.

***Volunteers***

Youth Leadership Exchange appoints two volunteer Co-Chairs, subject to the approval of the City Council. The Youth Council Co-Chairs work with Council Chief of Staff planning, coordinating, and implementing the program for the Youth Council. They shall serve as Youth Council Co-Chairs concurrently for a two-year term and are members of the Youth Leadership Exchange Board of Directors during their terms. The Committee shall be comprised of such additional members as the Youth Council Co-Chairs shall determine necessary to assist in the program.

***Funding of Youth Council***

The City of Oklahoma City is responsible for the costs incurred in the Youth Council. The Youth Leadership Exchange may at the City Council's direction be responsible for the disbursement of the funds. Complete financial records are available at any time to the Council and its staff.

***Proposed Budget***

Personnel	Portions of staff and executive director's salaries	19,000
Maintenance and Operations	Materials, lunches, printing, supplies, etc	9,500
	Total Cost	28,500

**Code of Responsibility**

The City of Oklahoma City has final authority related to members of the Youth Council of Oklahoma City as it does in all program and operational matters related to Youth Council.

**EXHIBIT B**  
**Youth Council Program**  
**Quarterly Progress Report**  
**FY 2024-25**

Agency: **Leadership Oklahoma City Inc.**

Month:

Project: **Youth Council of Oklahoma City**

**I. (Implementation phase only):**

Youth Council members, total:

a) <u>Race</u>		b) <u>Class Standing</u>		c) <u>Gender</u>	
White	5	Class of 2025	7	Male	8
Black	4	(Seniors)		Female	10
Native American	0	Class of 2026	11		
Hispanic	7	(Juniors)			
Asian	2				

**II. Objectives: Measurement criteria**

**# Of Youth Council applications received**

applicants were interviewed in May and June

**Conduct a pre-post program year survey, summarize results.**

Students share insight to what they understand about their community at the Opening Retreat.

**# Of meetings held and written communications prepared to communicate information regarding the City and activities of the Youth Council: provide data, group name and # of persons attending.**

**# Youth participating in community service, # of hours of community service: provide data, group name and number or persons attending.**

**III. Narrative Summary for each objective:**

- 1) **Awareness – recruitment Youth Council.**
- 2) **Knowledge and information related to City’s operation.**
- 3) **Communication by Youth Councilors to other youth and youth organizations.**
- 4) **Assist City staff in review of your related proposals.**
- 5) **Youth attendance, monitoring and input to OKC Boards and Commissions.**
- 6) **Identify issues/projects to be undertaken during program year.**
- 7) **Participation and reporting in neighborhood/community meetings.**
- 8) **Community Service responsibilities**
- 9) **Leadership opportunities**

**IV. Summarize any other activities.**

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I hereby certify that the information is correct to the best of my knowledge.

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Authorized Signature

Date



# Exhibit C

## YOUTH COUNCIL REQUEST FOR FUNDS FY 24-25

Agency: Leadership Oklahoma City Inc.

Mailing Address: 730 W. Wilshire Blvd., #116, Oklahoma City, OK 73116

Agency Contact (Name and Phone Number): Christy Zelle, 405-463-3331

Project: Youth Council of Oklahoma City

On behalf of the above referenced agency, I, the undersigned, respectfully request payment of the following amount.

Expenditures: (List each approved budget category and itemize expenses in each category)

Budget Category	Monthly Description of Activities	Monthly Cost in Category	Total Expenditures through Previous Month-End	Total Budget Cost Approved
Personnel	Salary for LOKC staff	1,727.27	6,909.08	19,000.00
Maintenance and Operations	March through June: food: 2452.13; supplies: 131.87		2,574.00	9,500.00
Total Program Cost			9,483.08	28,500.00

2. Payment Period: Beginning Date: March 1, 2024

Ending Date: June 30, 2025

3. Original Funding Authorized by Agreement:

\_\_\_\_\_

4. Total Funds Received to Date:

\_\_\_\_\_

5. Balance of Funds Before this Request:

\_\_\_\_\_


6. Total Funds Requested this Payment:

\_\_\_\_\_

7. Funds Remaining after this Request:

\_\_\_\_\_

I hereby certify that the above figures are correct to the best of my knowledge.

  
Authorized Signature

6.6.24  
Date

EXHIBIT D

NONDISCRIMINATION CERTIFICATE

State of Oklahoma )

) SS.

County of Oklahoma )

In connection with the performance of work under this Agreement, Leadership of Oklahoma City, Inc. (LOKC) agrees as follows:

- A. LOKC agrees not to discriminate against any employee or applicant for employment because of race, creed, sex, color, national origin, ancestry, age or disability, as defined by the Americans with Disabilities Act of 1990, Sec. 3(2). LOKC shall take affirmative action to insure that employees are treated without regard to their race, creed, color, national origin, sex, ancestry, age or disability, as defined by the Americans with Disabilities Act of 1990, Sec. 3(2). Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruiting or recruitment, advertising, layoff or termination, rate of pay or other forms of compensation and selection for training, including apprenticeship. LOKC and sub-consultants shall agree to post in a conspicuous place, available to employees and applicants for employment, notices to be provided by the City Clerk of the City of Oklahoma City setting forth the provisions of this section.
- B. In the event LOKC's noncompliance with this Nondiscrimination Certificate, the Agreement may be canceled, terminated or suspended. LOKC may be declared ineligible for further agreements until satisfactory proof of intent to comply shall be made by LOKC and/or sub-consultants.
- C. LOKC agrees to include the requirements of this Nondiscrimination Certificate in any sub-agreements connected with the performance of this Agreement.

I have read the above clause and agree to abide by its requirements.

Printed name of the President, Leadership Oklahoma City, Inc. Board of Directors: Lisa Synar

Signature of executing individual: Lisa B. Synar

Address of the President (Please Print): Ms. Lisa Synar, OKC Beautiful, 3535 N Classen, Oklahoma City OK 73118. Telephone Number: 405-525-8822, email lisabsynar@okcbeautiful.com

Signed and sworn to before me on this 27 day of June, 2024, by Christy Zelle

Christine Zelle  
Notary Public

My Commission Expires: 09.03.24

Commission Number: #00012694





## EXHIBIT E

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/6/2024

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 INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Cole, Paine & Carlin Insurance PO Box 18444 1140 NW 50th Street Oklahoma City OK 73154	<b>CONTACT NAME:</b> Tianna Rogers <b>PHONE (A/C, No, Ext):</b> (405)843-5678 <b>E-MAIL ADDRESS:</b> trogers@cpcinsurance.com <b>FAX (A/C, No):</b> (405)843-5781														
<b>INSURED</b> Leadership Oklahoma City, Inc. 730 W. Wilshire, Suite 116 Oklahoma City OK 73116	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Philadelphia Indemnity Ins. Co</td><td></td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Philadelphia Indemnity Ins. Co		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER F:															

## COVERAGES

CERTIFICATE NUMBER: 24/25

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK2508860	3/3/2024	3/3/2025	<table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 100,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 5,000</td></tr><tr><td>PERSONAL &amp; ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td>Hired Non Owned Auto</td><td>\$ 1,000,000</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000	Hired Non Owned Auto	\$ 1,000,000
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	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						<table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
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PROPERTY DAMAGE (Per accident)	\$																				
	\$																				
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB848174	3/3/2024	3/3/2025	<table><tr><td>EACH OCCURRENCE</td><td>\$ 3,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 3,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 3,000,000	AGGREGATE	\$ 3,000,000		\$								
EACH OCCURRENCE	\$ 3,000,000																				
AGGREGATE	\$ 3,000,000																				
	\$																				
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						<table><tr><td>PER STATUTE</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr></table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$						
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A	Directors & Officers			PHSD1771083	3/3/2024	3/3/2025	<table><tr><td>1,000,000</td><td>D&amp;O Liability</td></tr><tr><td>1,000,000</td><td>Aggregate</td></tr></table>	1,000,000	D&O Liability	1,000,000	Aggregate										
1,000,000	D&O Liability																				
1,000,000	Aggregate																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

City of OKC 200 N Walker Oklahoma City, OK 73102	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <p>Phil Truss/ROGETI <i>Phil Truss</i></p>
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ACORD 25 (2014/01)

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