

Authority Request No. 285

REQUEST FOR LEGAL SERVICES

This form is used to provide legal opinions and contract approval by the District Attorney's Office. Only that advice that is related to a pending or potential claim against the County or its officers and employees is protected by the attorney-client privilege. Opinions that are privileged should not be disclosed to anyone or the privilege may be waived.

All legal opinions and approvals rendered are based only on the documentation and information stated below or attached to this form and, thus, it is important that all relevant facts and information be provided at the time of review. Please advise the District Attorney's Office of new or additional information, as it may cause the opinion to change. In all cases, the opinions of the District Attorney's Office are not binding on the County, its officers or employees and may be followed or disregarded in the discretion of the elected official.

Date of Request: 5/11/26 Department: Benefits & Retirement

State the nature of the legal request: Please review the attached agreement between YMCA of Greater Oklahoma City and Oklahoma County to be effective July 1, 2026, as to form and legality.

RECEIVED

MAY 11 2026

**CIVIL DIVISION
DISTRICT ATTORNEY**

Jon Wilkerson
Signature

Reply of District Attorney's Office: _____

renewed
OK

Date of Reply: 5/12/2026 [Signature]
Assistant District Attorney

**YMCA of Greater Oklahoma City Corporate Membership Agreement
Between OKLAHOMA COUNTY ("Organization") and the YMCA of Greater Oklahoma City**

This **Corporate Membership Agreement** ("Agreement") is entered into by and between OKLAHOMA COUNTY ("Organization") and the **YMCA of Greater Oklahoma City** ("YMCA"). This Agreement outlines the terms under which the YMCA will offer a group membership rate to eligible employees of the Organization.

1. Membership Enrollment

- Eligible employees may join the YMCA by submitting a membership application through the designated point of contact (POC) within the Organization.
- Once the membership application is submitted, the organization's POC will forward it to the YMCA's designated POC for processing. Employees will be notified once their membership has been set up.

2. Fee Structure & Payment Methods

- Employees may select from any eligible membership type.
- **Joining fees will be reduced by half** for all Organization employees for the duration of this Agreement.
- Membership dues are paid **individually by employees** through payroll deductions which are processed and managed by the Organization. To cancel the membership, the employee must submit a written cancellation request to the Organization designated POC. Upon processing the cancellation, the Organization will notify the YMCA of the change within five (5) business days to ensure the member's account is deactivated and no further access is granted.
- The Organization will **contribute a monthly subsidy** for eligible memberships (see Section 3).
- The YMCA will **invoice the Organization** by the **fifth (5th) business day** of each month.
- The Organization agrees to **remit payment within 30 days** of the invoice date.
- **Billing discrepancies** must be reported **in writing within 10 business days** of the invoice date. Late submissions may not be retroactively adjusted.
- **Membership cancellations** must be submitted in writing by the **15th of the month** to avoid charges for the following month. Cancellations will not be backdated more than 30 days from the date of written notice.
- The Organization's designated contact is responsible for reviewing invoices and notifying the YMCA of any **employee status changes** affecting eligibility.

3. Membership Types and Rates

Membership Type	Standard Rate	YMCA Discount	Organization Subsidy	Employee Monthly Rate
Young Adult	\$38.00	\$10.00	\$17.00	\$11.00
Adult	\$48.00	\$10.00	\$17.00	\$21.00
Household	\$78.00	\$10.00	\$17.00	\$51.00

YMCA360	\$10.00	\$2.00	-	\$8.00
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- **Young Adult** includes ages 20 to 25.
- **Household Membership** includes up to two adults and all dependents under age 24 living in the same household.
- **YMCA360** is a digital, on-demand membership and is included with all standard memberships.

4. Membership Joining Fee Savings

Employees benefit from half-off joining fees, resulting in the following savings:

- **Young Adult:** \$50.00 = \$25.00
- **Adult Membership:** \$70.00 = \$35.00
- **Household Membership:** \$105.00 = \$52.50

5. Membership Promotion

The Organization agrees to **actively promote** YMCA membership opportunities to employees throughout the year. The YMCA will provide marketing materials and guest passes for distribution during:

- New employee onboarding
- Annual benefits enrollment
- Company wellness or health fairs
- Other applicable employee events

POC:

YMCA

Tracey Owens, Activations and Cancellations: Towens@ymcaokc.org

Shanna Smith, Billing: shannasmith@ymcaokc.org

Elizabeth Bowen, All Other Inquiries: ebowen@ymcaokc.org

Oklahoma County

Jon Wilkerson, Director of Benefits and Retirement: jon.wilkerson@oklahomacounty.org

Agreement Signatures

For the Organization:

Name:

Title:

Signature:

Date:

For the YMCA of Greater Oklahoma City:

Name:

Title:

Signature:

Date:

This agreement will have a term of one year from July 1st, 2026 - June 30, 2027. Early dissolution by either party requires 30 day notice.

Bill To
 OK COUNTY BENEFITS/RETIREMENT
 320 ROBERT S KERR
 ROOM 203
 OKLAHOMA CITY, OK
 73102

Requisition 12700059-00 FY 2027
 Acct No:
 UNDEFINED ACCOUNT.
 Review:
 Buyer: 6065ccrobtho
 Status: Created

Page 1

Vendor
 YMCA OF GREATER OKC
 500 N BROADWAY, SUITE 500

 OKLAHOMA CITY, OK 73102

 Tel#405-297-7720

Ship To
 OK COUNTY BENEFITS/RETIREMENT
 320 ROBERT S KERR
 ROOM 203
 OKLAHOMA CITY, OK 73102

Deliver To
 OK COUNTY BENEFITS/RETIREMENT
 320 ROBERT S KERR
 ROOM 203
 OKLAHOMA CITY, OK 73102

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
05/14/26	1003502				Employee Benefits Departmen

LN	Description / Account	Qty	Unit Price	Net Price
001	YMCA Employee Memberships Blanket 26-27	19000.00 EACH	1.00000	19000.00

Ship To
 OK COUNTY BENEFITS/RETIREMENT
 320 ROBERT S KERR
 ROOM 203
 OKLAHOMA CITY, OK 73102

Deliver To
 OK COUNTY BENEFITS/RETIREMENT
 320 ROBERT S KERR
 ROOM 203
 OKLAHOMA CITY, OK 73102

[Requisition Link](#)

Requisition Total 19000.00

***** General Ledger Summary Section *****

Account Amount Remaining Budget

Authorized By: _____ Date: _____
 Signature