



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 8/25/2026

REQUESTER: Jason Olsen, Parks and Recreation Director

PRESENTER: Jason Olsen, Parks and Recreation Director

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2627-25: BY AND BETWEEN THE CITY OF NORMAN AND THE NORMAN FIREHOUSE ART CENTER, LOCATED AT 444 SOUTH FLOOD AVENUE, FOR THE USE OF THE FIREHOUSE ART CENTER IN LIONS PARK FOR AN INITIAL ONE (1) YEAR TERM WITH AN OPTION OF FIVE (5) FIVE (5) YEAR RENEWAL TERMS FOR A MAXIMUM TERM OF TWENTY-FIVE (25) YEARS FROM THE INITIAL TERM.

BACKGROUND:

The Norman Firehouse Art Center, located at 444 South Flood Avenue ("NFAC"), has facilitated art programs and art education inside Lions Park since 1970.

DISCUSSION:

The proposed lease agreement will replace the current lease agreement, Contract K-8384-48, executed July 3, 1984. It establishes updated terms for the City's continued partnership with Norman Firehouse Art Center, Inc., a nonprofit organization that provides arts and crafts education to the Norman community.

Key provisions include:

- **Term:** The lease commences upon approval and continues until June 30, 2027, with automatic five-year renewals for up to 25 years unless terminated as outlined in the agreement.
- **Rent:** The NFAC will pay \$1.00 per year, along with other valuable consideration. This is consistent with other cultural facility agreements and reflects the City's commitment to supporting arts and cultural programming.
- **Operations:** The NFAC is responsible for management, programming, custodial care, and staffing. The City may provide funding assistance through separate annual funding agreements, subject to Council approval.

- **Supportive Funding:** Annual operational funding may be allocated by the Board of Park Commissioners based on a written funding proposal submitted each August, with distributions made by October 31.
- **Maintenance & Repairs:** The City maintains structural, mechanical, electrical, plumbing, HVAC, alarm systems, landscaping, and pest control. The NFAC manages routine repairs, custodial care, and emergency repairs under \$500.
- **Reporting & Transparency:** The NFAC must provide annual reports and financial records and comply with the Oklahoma Open Records Act.
- **Termination:** The agreement includes provisions for termination for cause, convenience, or non-renewal, with appropriate notice and return of property.
- **Other Provisions:** The lease outlines insurance requirements, indemnification, compliance with applicable laws, nondiscrimination, and City oversight (including ex officio membership on the NFAC Board).

This lease ensures the NFAC remains a vibrant community asset, provides clarity on operational responsibilities, and maintains transparency and accountability for public funding and facility use. Approval of this agreement will support the ongoing delivery of arts education and cultural programming in Norman.

RECOMMENDATION:

It is recommended that the City Council approve Contract K-2627-25 with the Norman Firehouse Art Center, Inc., for the use of the Firehouse Art Center in Lions Park for the Parks and Recreation Department.