



CITY OF NORMAN, OK
BOARD OF PARKS COMMISSIONERS MEETING
Municipal Building, Executive Conference Room, 201 W. Gray Street,
Norman, OK
Thursday, August 03, 2023 at 5:30 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, retaliation, 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 contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

ROLL CALL

MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF MINUTES FROM APRIL 6, 2023, PARK BOARD MEETING

REPORTS

2. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF PREVIOUSLY APPROVED COUNCIL ACTIONS
3. ANNUAL PRESENTATION FROM FIREHOUSE ART CENTER
4. ANNUAL PRESENTATION FROM CLEVELAND COUNTY HISTORICAL MUSEUM

ACTION ITEMS

5. OPERATOR UPDATE ON YOUNG FAMILY ATHLETIC CENTER
6. CONSIDERATION OF LAND OR FEE IN LIEU OF PARK LAND FOR THE ARMSTRONG BANK CONSOLIDATION PROJECT PUD ADDITION

DISCUSSION ITEMS

7. NORMAN FORWARD UPDATE
8. DIVISIONAL UPDATES

MISCELLANEOUS ITEMS

PUBLIC COMMENTS

9. This is an opportunity for citizens to address the Norman Board of Parks Commissioners. Due to Open Meeting Act regulations, the Commissioners are not able to participate in discussion during public comments. Remarks should be directed to the Commissioners as a whole and limited to three minutes or less.

ADJOURNMENT

Norman Board of Parks Commissioners
April 6, 2023

Item 1.

The Norman Board of Parks Commissioners of the City of Norman, Cleveland County, State of Oklahoma, met on the 6th day of April 2023 at 5:30 p.m., and notice and agenda of the meeting were posted at 201 West Gray Street - 24 hours prior to the beginning of the meeting.

ROLL CALL

Present: Chair Wright and Commissioners Davison, Isacksen, Ross, Salmond and Sheriff

Absent: Commissioners May and Sallee

Tardy: Commissioner Moxley

City Officials

Present: Jason Olsen, Director of Parks and Recreation
James Briggs, Park Development Manager
Bethany Grissom, Park Planner
Mitchell Richardson, Recreation Supervisor
Wade Thompson, Facility and Park Manager
Veronica Tracy, Recreation Manager
Karla Sitton, Administrative Technician IV

ITEM 1, being:

APPROVAL OF THE FEBRUARY 2, 2023, PARK BOARD MINUTES

Commissioner Davison made the motion, and Commissioner Isacksen seconded to approve the February 2, 2023, Park Board minutes. The vote was taken with the following results:

YEAH: Chair Wright and Commissioners Davison, Isacksen, Ross, Salmond, and Sheriff

NAY: None

Commissioner Moxley arrived at the meeting at 5:32 p.m.

ITEM 2, being:

ANNUAL PRESENTATION FROM SANTA FE FAMILY LIFE CENTER

Mr. Jason Olsen, Director of Parks and Recreation, said the Annual Presentation from Santa Fe Family Life Center is postponed to a future meeting.

ITEM 3, being:

ANNUAL PRESENTATION FROM NORMAN OPTIMIST CLUB

Mr. Brent Orr, Executive Director of the Norman Optimist Club (NOC), presented to the Board. He said NOC offers youth sports leagues in flag football, tackle football, volleyball, basketball, baseball, and softball. Mr. Orr said NOC utilizes the following facilities, the NOC Hanger, Reaves Park, Norman North football field, and Norman High football field. He said NOC has collaborated with the City of Moore to offer better tournaments for youth baseball and softball tournaments.

Mr. Orr highlighted the sports programs, league and tournament fee schedule, and the fall and spring number of games, leagues, players, and scholarships. He said the players range from 5 to 14 years throughout all the programs NOC offers to the community.

Mr. Orr highlighted NOC's revenue activity from April 2022 – March 2023 and the current assets and liabilities as of April 5, 2023. Commissioner Isacksen asked if the softball and baseball revenues are combined, and Mr. Orr said yes. She asked if there is a "checks and balance" system since the same people authorize expenditures and maintain the books, and Mr. Orr said yes, anything over \$2,000 requires two signatures. Commissioner Sheriff asked if NOC paid a portion of the electricity used at Reaves Park, and Mr. Jason Olsen, Director of Parks and Recreation, said yes, on a progressive scale, i.e., last year, they started at 20%. Now they pay 40% of the electric fees.

The Board acknowledged the presentations.

ITEM 4, being:

BENTLEY PARK PLAYGROUND SELECTION PRESENTATION

Ms. Bethany Grissom, Park Planner, said an RFP for the Bentley Park playground was published on February 10, 2023, and seven (7) submittals have been reviewed. She said the playground budget is \$200,000, and the winning bid was presented to ACS Playground Adventures. Commissioner Moxley asked if Staff designed the playground before putting it out to bid, and Staff said no, the companies design and submit their proposals according to the budget price.

Ms. Grissom distributed pictures depicting the playground, which includes two separate play areas, one for 2 – 5-year-olds and another for 5 – 12-year-olds. She said that both areas are covered, offer accessible features, and will have a synthetic turf surface instead of mulch. Commissioner Salmond asked if there was a maintenance plan for the artificial turf surface. Mr. James Briggs, Park Development Manager, said Staff monitors the surfacing constantly for possible maintenance and/or repairs; however, the life span is 20 to 25 years.

Mr. Jason Olsen, Director of Parks and Recreation, said Staff wanted to show the design selected to the Park Board before Council consideration and approval at next week's Council meeting.

ITEM 5, being:

CONSIDERATION OF LAND OR FEE IN LIEU OF PARKLAND FOR THE McCOOP ABODE ADDITION PUD

Mr. James Briggs, Planning Development Manager, said the McCoop Abode Addition PUD is located on the west side of Berry Road, just south of Lindsey Street, across from the Rebecca Lane intersection with Berry Road. The addition consists of two houses proposed on a vacant 1-acre lot that was not part of any previous plat in the area, making it necessary to go through the platting process now. Both houses will share a common drive entry off Berry Road. At this unit count, the development would generate a public parkland dedication of 0.0131 acres or a private park dedication of twice that amount (0.0262 acres). This development will also yield \$150.00 in Neighborhood Park Development fees and the same in Community Park Development fees once the building permits have been issued.

Mr. Briggs said the City has no interest in a land option for this small development, and the developer has indicated a desire for a Fee-in-Lieu of land dedication. This Fee-in-Lieu, plus the building fees collected with the two building permits, can be used to help continue development in the closest public park, Monroe Park, located less than half a mile from the development, just adjacent to Monroe Elementary.

Mr. Briggs said Staff recommends that the Park Board accept the Fee-in-Lieu of parkland decision for the McCoop Abode Addition PUD.

Commissioner Moxley motioned, and Commissioner Salmond seconded to accept the Fee-in-Lieu of Parkland decision for the McCoop Abode Addition PUD. The vote was taken with the following results:

YEAH: Chair Wright and Commissioners Davison, Isacksen, Moxley, Ross, Salmond, and Sheriff

NAY: None

ITEM 6, being:

NORMAN FORWARD UPDATE

Mr. Jason Olsen gave an update on the Norman Forward Projects.

Reaves Park

Mr. Olsen said a ribbon-cutting ceremony was held on March 25 and showed the Board a picture of the Mayor throwing out the first pitch. He said Flintco has a couple of items to wrap up on the project, and Staff is also completing some fence work outside the project scope. The \$10.2 million Reaves Park Norman Forward project includes constructing four new fields, restrooms, and concessions for 5-8U teams, a new park loop road and parking

lots, a pond, and upgrades to 11 other baseball and softball fields. The project was designed by Halff Associates, INC. Project Management was provided by Flintco, LLC.

Griffin Park

Mr. Olsen said Phase 6 work continues at Griffin Park, and road earthwork has begun. He showed pictures of new concession and restroom building construction, irrigation installation, and grade work being done on the fields. Mr. Olsen said a ribbon cutting would be scheduled for the entire project in the fall.

Multi-Sport/Indoor Aquatic Facility - YFAC

Mr. Olsen said work continued at the Young Family Athletic Center (YFAC) and showed pictures of the gym, the southside entrance reflecting the recent window installation, the warm water pool, and the exterior side of the aquatics area reflecting the windows that will give natural sunlight to the space. He said the building should be fully enclosed in a couple of weeks, and interior work will begin to include the heating and air conditioning installation. The building should be substantially complete in October, and afterward, Staff will work with the operator for approximately 60 days to get the facility up and running. A ribbon cutting is expected for January before the winter basketball league begins.

Adult Wellness and Education Center

Mr. Olsen said work continued at the Adult Wellness and Education Center and showed pictures depicting progress at the facility, including the front entrance and interior areas, including the pool and recreation areas. He said the project should be substantially complete by late summer. Staff will work with the operator for approximately 30 days to get the facility up and running. A ribbon cutting is expected in September.

Cherry Creek Park

Mr. Olsen said the work at Cherry Creek is near completion and showed a picture of the new playground installation with a shade structure and the new grass turf that was recently installed. He invited the Board to a ribbon cutting on May 3rd at 5:30 p.m. to celebrate this project!

Commissioner Ross asked if there were any new updates regarding considerations for land purchase(s) near Sutton Wilderness, and Mr. Olsen said Staff forwarded the information to the City Manager and City Attorney's offices. He said he would check the status and forward any updates to the Board.

ITEM 7, being:

DIVISIONAL UPDATES

Ms. Veronica Tracy, Recreation Manager, said the Spring Egg Hunt at Andrews Park is tomorrow, April 7th, with activities beginning at 5:30 pm and the egg hunt at 6:30 pm. She said the first @Legacy Park Concert will be April 21st at 7 pm, and the Earth Day Event is Sunday, April 23rd at Reaves Park from noon to 5 pm. Ms. Tracy said Little Axe Community Center is hosting an Arts and Activities Class for Adults with Disabilities on April 19th, and the Senior Center will have a Mystery Dinner on April 18.

Mr. James Briggs, Park Development Manager, said a lot of activity is going on in Park Development. He told Sunrise and William Morgan Parks are the following neighborhood parks on the list to have future renovations. He said some of the Westwood Tennis outdoor courts are being re-surfaced, and the contractor is almost finished with the Lions Park Restrooms Project. Mr. Briggs said Staff is working on an RFP for the Andrews Park Master Plan and will bid out the Sutton Wilderness Parking Lot and Trails addition(s) which will be state funded. The Norman Forward Saxon Park Ad-Hoc Committee has been formed, and meetings will begin soon. Mr. Briggs said Mr. Colin Zink, City Forester, just finished reviewing the RFQs submitted for professional services to complete an urban tree inventory, tree ordinance review, and work on an Urban Forest Master Plan for Norman. Commissioner Ross asked whether Sutton Wilderness is included in the tree inventory and Urban Forest Master Plan. Mr. Briggs said no; Sutton Wilderness, Saxon Park, and some areas in Ruby Grant Park were excluded because they are considered "wild land" parks, and inventorying the trees would be too costly. He said Sutton Wilderness already has its management plan.

Mr. Wade Thompson, Facility and Parks Manager said the mowing season has begun, and Staff has also been doing tree work in City Parks and at City facilities. He said Staff has also been busy installing and repairing irrigation systems. Mr. Thompson said about half of the lights along Legacy Trail are not working because OGE has start

replacing them with LED lights. Chair Wright asked whether Staff was cutting trees in Faculty Heights Park, and Mr. Thompson said the City has partnered with OGE to trim and/or remove some of the trees in electric lines. Mr. Briggs said once the removal is complete, the *right* trees will be replanted in the *right* place, similar to those recently replanted at Tulls Park. Staff said the roof replacement will begin next week at The Depot with new clay tiles that are class 4 rated, which can take more impact and will last longer.

MISCELLANEOUS DISCUSSION

None.

ADJOURNMENT

Chair Wright adjourned the meeting at 7:31 p.m.

Passed and approved this _____ of _____ 2023

Kristi D. Wright, Chair



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 07/25/2023

REQUESTER: Heather Poole, Assistant City Attorney

PRESENTER: Heather Poole, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2324-41: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE FIREHOUSE ART CENTER, INC. IN THE AMOUNT OF \$120,000 TO ASSIST WITH THE OPERATION OF THE CENTER.

BACKGROUND:

During the budgeting process for fiscal year 2023-2024 (FYE 2024), a number of requests from non-profit agencies for General Fund budget allocations were specifically reviewed, discussed, and approved by Council. Pursuant to those discussions, funding agreements were prepared and submitted to the various agencies for their execution. One of those agencies is the Firehouse Art Center, Inc.

DISCUSSION:

The FYE 2024 agreement which comes before Council at this time is the same basic form agreement for all agencies. The signed agreement provides that the Firehouse Art Center, Inc. will use City funds of \$120,000 to assist with the operation of the Center.

The agreement includes a reporting procedure by the agency to the Council of expenditures of the funds in an amount not to exceed \$120,000. The agreement also provides for cancellation by either party with thirty (30) days written notice and specifically provides for cancellation and return of any unexpended funds should the agency fail to use the funds for the purpose for which they are intended or should the agency be dissolved or cease to exist any time during the contract period.

The agreement also includes an automatic renewal provision [section C(3)], which provides that the agreement automatically renews annually provided that the Agency requests the same amount of funding each year and City Council appropriates sufficient funding in the budget.

RECOMMENDATION:

Staff recommends that the funding agreement submitted herewith be approved. Funds in the amount of \$120,000 should be disbursed from City Council-Contributions and Organizations (10110101-44741).

Contract K-2324-41

FUND DISBURSEMENT AGREEMENT

This agreement is made and entered into on the ____ day of _____, 2023, by and between the City of Norman, Oklahoma, a municipal corporation, party of the first part and hereinafter referred to as "City" and

Firehouse Art Center, Inc.

(Name of Organization)

party of the second part, and hereinafter referred to as "the Organization", witnesseth:

- A. That in consideration for the performance by the organization of the covenants and agreements as specified herein, the City, covenants and agrees:
1. To disperse to the Organization the sum of \$120,000 for the purpose of providing a grant to assist with the operation of the Firehouse Art Center.
 2. Disbursement of funds shall be made annually to the Organization at the beginning of the City's fiscal year subject to, and contingent upon, the City Council appropriating funds annually to fund this agreement.
- B. That in consideration for the performance of the covenants and agreements of the City as stated herein, the Organization covenants and agrees:
1. To expend funds granted by the City for the purpose as listed above.
 2. Allow a representative of the City to hold an ex-officio position on the Organization's Board of Directors.
 3. Provide at least one oral presentation per year on the activities of the Organization to the Norman Board of Parks Commissioners and to provide a written report on the activities of the Organization to the City, said report to be sent to the attention of the Director of Parks and Recreation. This annual report shall include a summary of all activity along with revenue and expenditure summaries for all activity of the preceding year. All detailed records associated with the Firehouse Arts Center shall be made available for review within ten (10) days by the Firehouse Arts Center upon request from the City of Norman.
- C. It is further understood and agreed by both parties:
1. In the event the Organization is dissolved all such funds not yet expended for the purposes provided herein shall immediately revert back to the City and the Organization shall immediately deliver such unexpended funds to the City.

2. In the event the Organization should mishandle the expenditure of funds as provided herein, such action will be considered a breach of this agreement, and any unexpended funds as provided by this agreement, from the date of notice by the City, shall immediately revert back to the City and the Organization shall immediately deliver such unexpended funds to the City.
 3. This agreement shall automatically renew annually upon City Council approval of the annual budget subject to and contingent upon the appropriation of funds to fund this agreement.
 4. This agreement may be canceled by either party upon the giving of thirty (30) days written notice of cancellation to the other. Upon cancellation any unexpended funds as provided by this agreement, from the date of notice of cancellation, shall immediately revert back to the City, and the Organization shall immediately deliver such unexpended funds to the City.
- D. It is further understood and agreed by both parties that the Organization and any employee of the Organization is a separate entity from the City and the Organization and its employees are responsible for its actions and that the Organization agrees to indemnify and save harmless the City from all fines, suits, proceedings, claims, demands, action, loss, and expense from liability of any kind whatsoever (including but not limited to attorney fees for costs incurred in litigation) and from any person whomsoever asserting the same arising or growing out of or in any way connected with the Organization's management, operation and services.
- E. There are no other terms, either express or implied, than those expressly stated herein.
- F. This contract will supersede any previous contract, agreement or resolution; however, this agreement shall not modify in anyway the lease agreement between the parties signed in 1984.
- G. In witness hereof, the parties hereto have executed this agreement on the day first above written.

FIREHOUSE ART CENTER, INC.



President

ATTEST:



SECRETARY

Fund Disbursement Agreement
Firehouse Art Center, Inc.
Page 3

Contract K-2324-41

Approved as to form and legality by the office of the City Attorney this 18th day of July, 2023.



Office of the City Attorney

Approved by the Norman City Council this _____ day of July, 2023.

MAYOR

ATTEST:

CITY CLERK



**EMERGENCY REPAIR
WORK
AUTHORIZATION CONTRACT**

Customer Name: _____

Cell Phone Number: _____

Email Address: _____

Billing Address: _____

Worksite Address: _____

Services will be billed based on the following:

This contract is with the customer. This contract is NOT with an insurance company. The customer is responsible for paying the full amount of the invoice per the contract terms even if the insurance company does not pay the contract/invoice(s) in full. Insurance deductibles are the customer's responsibility and Cavins Group does not discount or absorb insurance deductibles in any way. All equipment is the property of Cavins Group and may not be altered, relocated, or manipulated in any way. Any alterations or misuse of equipment and associated materials or fuel could result in injury to persons and damage to property and Cavins Group will not be held liable for such injuries, deaths, or damages. Any damage to equipment may result in the customer/client being held liable and billed for repairs/replacement.

SERVICE RATES	Per Hour (8AM-5PM)/ After Hours / After 11PM	
Construction/Maintenance Technician	\$99.00 / \$175.00 / \$215.00	
Remediation/Extraction Technician	\$110.00 / \$200.00 / \$240.00	
Project Manager	\$130.00 / \$235.00 / \$275.00	
Roofing Technician	\$155.00 / \$280.00 / \$320.00	
Administrator (Documentation, Reports, Insurance Correspondence, Materials Research, etc.)	\$95.00 / \$170.00 / \$210.00	
Logistics/Procurement Technician	\$99.00 / \$175.00 / \$215.00	
Electrician	\$135.00 / \$240.00 / \$280.00	
Plumber	\$110.00 / \$200.00 / \$240.00	
Welder	\$150.00 / \$270.00 / \$310.00	
HVAC	\$135.00 / \$240.00 / \$280.00	
Water Extraction Truck (does not include cost of technician per hour) – per vehicle, per hour	\$300.00 / \$540.00 / \$540.00	
Mobilization/Demobilization (if we arrive to a job and no work is needed) – OKC/Norman	\$225.00 per technician dispatched	
Mobilization/Demobilization (if we arrive to a job and no work is needed) – Tulsa/Stillwater	\$350.00 per technician dispatched	
Mobilization/Demobilization (if we arrive to a job and no work is needed) – Dallas	\$450.00 per technician dispatched	
Court Case Consulting or Witness	\$200.00 per hour	
Hazardous Conditions Fees: TBD on a project-by-project basis	\$100.00-\$500.00 per hour	
Holiday Rates: Thanksgiving/Christmas Eve/Christmas/New Year's Eve/New Year's Day/July 4 th	\$395.00 per hour	
Equipment (does not include costs of delivery, set up, monitoring, fuel, or pick up)		
Portable Extraction Unit (does not include cost of technician per hour)	\$85.00	per hour
Blower Rental (per unit)	\$38.50	per day
Axial Fan Air Mover (per unit)	\$45.00	per day
Direct Injection drying system (per unit) – hardwood floors	\$180.00	per day
Direct Injection drying system (per unit) – Walls and ceilings	\$140.00	per day
LG Dehumidifier Rental (per unit)	\$115.00	per day
Desiccant Dehumidifier Rental (per unit)	\$350.00	per day
Air Flow Management/Air Filtration/Air Scrubber/AFD's (Filters are additional)	\$120.00	per day
Air Scrubber	\$120.00	per day

Initials _____ Date _____

Equipment (does not include costs of delivery, set up, monitoring, fuel, or pick up)

Spider Box (portable power distribution)	\$37.00	per day
25' / 50' / 100' Extension Cord	\$5 / \$10 / \$15	per week
60,000 BTU Propane Heater	\$25.00	per day
220,000 BTU Heater	\$475.00	per day
70,000 BTU Kerosene Heater	\$37.00	per day
Compact Heater / 31,000 BTU Heater	\$160.00	per day
115,000 BTU Heater	\$220.00	per day
APT Testing (does not include cost of technician per hour)	\$24.00	per test
Zip post Rental (per post)	\$5.00	per day
Trash pump – gas	\$75.00	per hour
Trash pump – Small	\$50.00	per hour
Electric Floor Scraper (excludes blades)	\$150.00	per day
Pressure Washer (does not include cost of technician per hour)	\$95.00	per day
Towable Hot Water Pressure Washer (does not include cost of technician per hour)	\$315.00	per day
Water Jetting Trailer (does not include cost of plumber per hour)	\$350.00	per hour
Diesel Generator 20KW	\$265.00	per day
Honda 6500-Watt Generator	\$89.00	per day
Invertor Generator 2000-Watt	\$53.00	per day
Big Portable generator	\$400.00	per day
4000W Narrow Horizontal/Mast Light Tower	\$160.00	per day
19' Electric Scissor Lift	\$350.00	per day
Skid Steer Loader	\$455.00	per day
Sky Track Boom Forklift	\$645.00	Per day
35' Towable Boom Lift	\$450.00	per day
Mini Excavator	\$425.00	per day
Metal Shelving Rental Per Unit	\$25.00	per week
Jack Hammer	\$131.00	per day
Small Jack Hammer	\$72.00	per day
28" Traffic Cone	\$2.00	per day
48" Narrow Traffic Cone	\$4.00	per day
Barricade II High-Intensity A-Frame	\$8.00	per day
Tread Stays (per piece)	\$15.00	per day
Video Pipe/HVAC Vent Inspection (does not include cost of technician/plumber per hour)	\$225.00	per hour
Plate Compactor (does not include technician per hour)	\$91.00	per day
2 Ton Bottle Jack	\$10.00	per day
12 Ton Bottle Jack	\$11.00	per day
20 Ton Bottle Jack	\$25.00	per day
Magnetic Annular Cutter Drill (does not include technician per hour)	\$100.00	per day
Evaporative Cooling Unit	\$67.00	per day
1 Ton Portable A/C Unit	\$200.00	per day
2 Ton Portable A/C Unit	\$325.00	per day
3 Ton Portable A/C Unit	\$415.00	per day
Air duct cleaning machine (does not include cost of technician per hour, antimicrobial \$19 per vent/return)	\$300.00	per day
20' Storage Container - 1 st Month and Each Additional Month	\$775.00 / \$275.00	per 4 weeks
40' Storage Container - 1 st Month and Each Additional Month	\$850.00 / \$350.00	per 4 weeks
12 Yard Dumpster (In Norman/OKC) / 12 Yard Dumpster (Out of OKC)	\$550.00/\$650.00	per 2 weeks
Construction Fencing – Per Panel	\$8.00	per day
Office Trailer (Powered by others) (Setup Fee + Weekly Fees)	\$1500 / \$450	set up / per week

Initials _____ Date _____

Antimicrobial Treatment			Item #
Antimicrobial Spray (Normal Size Room)	\$75.00	per room	
Antimicrobial Spray (Large Room)	\$95.00	per room	
Antimicrobial Spray (XL Room)	\$150.00	per room	
Material & Other			
Materials / Additional Rental Equipment Not Listed on This Contract		TBD / Market Value	
Fees (Applied to Total Invoice Amount)			
Fees: 10% Overhead, 10% Profit		20%	

Cavins Group reserves the right to hire an engineer and/or architect if needed under this contract for emergency repairs or re-build. The owner or company will be responsible for paying us for the cost incurred in full. Additionally, while Cavins Group is an IICRC certified firm, we do reserve the right to deviate from IICRC standards as needed on a case-by-case basis and by signing this contract, you give us permission to bill in full per the contract and agree to pay even if the insurance company does not pay the full amount invoiced.

We bill for all material used and for drive time. We bill a minimum of one hour on all service calls. Time is billed in quarterly hour increments.

Payment is due at the conclusion of the service call. We take credit cards, checks, and cash. Payment by credit card will result in a 4.0% increase in cost each time.

Description of Services

Signature: _____ Date: _____

CONTRACTUAL TERMS AND CONDITIONS

1. Authorization. Property Owner/Agent ("Owner") has retained Cavins Group ("Contractor") to perform services upon the Property and to furnish the materials, equipment, and labor necessary to provide said services ("Services"). Owner hereby authorizes Contractor to continue with providing said Services as described above, and any added services authorized by the Owner and agrees to make full payment per the terms in this Agreement. Payments must be paid upon completion and not to exceed 30 days. If it's an insurance claim, you are responsible for paying us and your insurance company can reimburse you. It's important to understand insurance companies try to settle to save money on the loss. Cavins will not accept any settlements from the insurance company or the customer. The customer is responsible for paying the full cost of the project per the contract even if the insurance company does not pay the contract in full. You, as the customer, are also responsible for the deductibles. Cavins will not absorb any deductibles. If the customer decides to hire 3rd party public adjuster, Cavins will not absorb any costs for that. A 7% late fee will be added to your bill after 30 days of non-payment and will recur every 30 days until paid in full. You the consumer also give us permission to use any pictures for advertising on our website by signing this document.

2. Unrelated Conditions/Work. Owner acknowledges and agrees that Contractor is not responsible for addressing or correcting damage, conditions, or areas unrelated to those Services agreed to be provided.

3. Special/Fragile/Valuable Items. Owner agrees to take full responsibility for special, fragile, or valuable items of personal property, and that Contractor shall not be liable for mysterious disappearances or damage to any such items. Contractor highly recommends that Owner take care to protect any such items as soon as possible, preferably prior to the start of work (especially jewelry, cash, weapons, medications, etc.).

4. Information Needed. Owner shall provide Contractor with complete available information about known relevant or potentially relevant facts about the history of all structures erected upon, and the conditions present in and around, the Property. Owner is responsible for telling Contractor of the known existence of hazardous substances (Including chemicals, lead, asbestos, etc.) or areas of potential danger.

5. Access and Security. Owner agrees to provide access to the property for Contractor's employees, agents, subcontractors, and their vehicles and equipment as required to properly perform the Services and, where applicable, to manage the Services. Owner will supply areas for storage of equipment, materials, and debris. Owner will supply all water, electricity, and other utilities necessary for Contractor to perform the Services. Contractor will take reasonable measures to avoid any damage to lawns, flower gardens, and other items found on the property caused by access to the worksite by vehicles, equipment, service techs, etc. However, Owner understands and agrees that it is not possible to guard against all damage to grass, lawns, bushes, flower gardens, etc., and as such agrees to release Owner of liability for non-malicious acts that cause such damage.

6. Limit of Liability. Contractor's liability is limited to the total amount paid for the Services. Owner agrees to release, hold harmless, defend (pay attorneys' fees, expert fees, arbitration costs and court costs) and indemnify Contractor from any and all damages, claims or actions that arise from: (a) conditions that pre-existed the specific loss or event Contractor was hired to address; (b) the premature removal of equipment or termination of Services against Contractor's recommendations; (c) any refusal to allow Contractor to perform any Services or procedures Contractor recommends; and (d) any mysterious disappearances of personal property. Any disputes concerning this Authorization or Services performed hereunder will be subject to jurisdiction in the District Court in and for Cleveland County State of Oklahoma.

7. Landscaping/Driveway, etc. Cavins will make reasonable attempts to avoid damage to landscaping, driveways, yards, etc. where possible, but Cavins cannot guarantee no such damage will occur, and expressly disclaims and disavows any guaranties to that effect.

8. Worksite. Customer hereby authorizes Contractor to commence and complete the usual and customary services necessary on the Worksite as may be required in the Contractor's judgment to complete the Services and will allow access to work areas for workers and vehicles and will allow areas for storage of materials and debris.

9. Force Majeure. If performance of this Contract or any obligation under this Contract is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event.

10. Governing Law and Venue. This Contract shall be construed in accordance with the laws of the State of Oklahoma. Any material disputes will be decided by the District Court in and for Cleveland County, State of Oklahoma.

11. Waiver of Contractual Right. Failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce provisions of this Contract.

12. Increase in Material Costs/Pricing. Due to extreme volatility in materials costs at this time, Cavins reserves the right to pass along price increases greater than 3% of the costs of said materials, measured by the costs of materials at the time this contract was drafted. Such increases will be noted on the final invoice and will be applied without a need for change orders. Pricing is based on up-to-date local market, labor, fuel, insurance, materials, equipment. We do not use xactimate pricing and do not recognize xactimate as an up-to-date pricing system for our local market.

13. Court/Legal Fees. After 60 days from the time all work is completed and billed, all invoices not paid will be turned over to collection and the lien process will be started. If a payment plan is needed, please make arrangements before the 60-day mark for the plan to be accepted. At least 35% of the entire invoice must be paid up front. You as the customer are responsible for all collection costs whether the claim goes to court or not. This includes filing fees, lawyer costs, and court costs. If we must produce court documentation or be a witness, there will be additional cost of administrative fees of \$350.00 an hour and witness testimony fees of \$350.00 an hour. If we must collect payment, you the customer are responsible for all court costs for both parties and will have to pay all legal costs back to Cavins.

14. Insurance Claims: If there is an insurance claim, all documentation can be sent to the customer's insurance company. Cavins Group does not utilize work logs as they do not include drive time, administrative costs, and logistics/procurement time. In lieu of work logs, Cavins Group will provide job tickets, daily reports, and subcontractor invoices upon request; however, this will incur additional administrative hourly fees per the contract. Any equipment that is left at the site will be monitored every day to ensure proper clean-up/remediation. If we are not allowed on site every day to monitor equipment, then we can't guarantee proper clean-up/remediation and it can slow the process down which may result in out-of-pocket expenses to the customer. If the equipment is turned off by the customer that could slow the process down which may result in out-of-pocket expenses to the customer. If the customer places the equipment outside or in unsecured areas the customer will be responsible for any stolen or damaged equipment. We are not responsible for any damage if the customer decides to stop or short-cut the drying process. Also, your insurance company is not allowed to come after us to collect any money in any way, shape, or form for their claim. If they do, you're responsible for covering any legal costs incurred by our company, Cavins Construction, as the owner of the property.

15. Environmental Training: Cavins has (3) environmental trainers, Gary Cavins – senior trainer, Jessica Von Tungeln – general trainer, and Cathy Lai – assistant trainer. We reserve the right to train our employees in house on fire, water loss, mold, and crime scene clean up. By signing this contract, you are approving this training and accepting this training on your job.

Cavins defines water remediation technician in its contract and its job duties as the following: Water extraction, set up/take down equipment, assisting in moisture readings, removing of contents, setting up containment if needed, setting up any specialty equipment, and any demo necessary during drying or water extraction process.

Cavins Group reserves the right to hire plumbers, HVAC, electrical, roofer, welder, rental equipment, engineer and/or architect if needed under this contract for emergency repairs or re-build. The owner or company will be responsible for paying us for the cost incurred in full. By signing this contract, you give us permission and agree to pay. We bill additionally for all material used and for drive time. We bill a minimum of one hour on all service calls. Time billed in quarterly hour increments. Payment is due at the conclusion of the service call. We take credit cards, checks, and cash. Payment by credit card will result in a 4.0% increase cost to take payment by credit card each time.

Customer understands the above-described list of services to be provided, etc., and authorizes Cavins Group to continue with the work and to invoice for the services to be provided, including any added services authorized by the Customer. The customer's signature indicates their receipt of an agreement to the Contractual Terms and Conditions.

Customer: _____

Date: _____



**CUSTOMER ACCEPTANCE OF
WORK**

Property Owner/Agent: _____

Worksite Address: _____

I, the undersigned Property Owner/Agent for the above-described worksite, state as follows:

1. The services Cavins Group provided for the above-described worksite, including all approved Change Order/Modifications, have been completed to the best of my knowledge and belief and any return trips after the technicians departure will constitute additional charges.
2. The services Cavins Group provided for the above-described worksite are in substantial compliance with the agreement of the parties.
3. The services performed by Cavins Group are accepted and final payment is due.

Owner/Agent (Must be at least 18 years old)

Signature – Property Owner OR Agent (circle one)

Print Name and Title

Date

8. New requests for Fiscal Year Ending 2024

Support from the City of Norman is imperative in assisting us to achieve our mission, including providing accessible visual arts programming for underserved groups, such as adults with disabilities and youth from disadvantaged socioeconomic circumstances. The City of Norman has generously provided operational support consistently to help sustain our service to the Norman community. In recent years, the Firehouse Art Center has requested \$60,000 from the City of Norman for operational expenses. However, due to COVID-19, State funding for the arts has been cut dramatically and we are not expecting additional Federal relief funds. As such, the Firehouse Art Center requests \$120,000 for operational expenses for the fiscal year ending 2024. After discussing renovations with the Parks and Recreation department, we understand that the City of Norman has an additional \$150,000 allocated for our building. We would like to identify what renovations need to be made and prioritize making arrangements for those renovations to be made this year. Without the support of the City of Norman, the Firehouse Art Center's programming would not be possible. Thank you for your continued generosity!

9. Charges and Fees for Services Provided

Children's Classes

- **Art After School:**
\$105.00 for 8 weeks/10 hours of visual arts education
- **Children's Summer Art Program:**
\$105.00 for 1 week/10 hours of visual arts education
OR
\$210.00 for 2 weeks/20 hours of visual arts education
- **Youth and Teen Program:**
\$176.00 for 8 weeks/16 hours of arts education

Adult Classes

- **Drawing:** \$176.00 for 8 weeks/16 hours of lessons
 - **Painting:** \$176.00 for 8 weeks/16 hours of lessons
 - **Jewelry:** \$228.00 for 8 week/24 hours of lessons
 - **Glass:** \$176.00 for 8 week/16 hours of lessons
- Classes may have additional material and/or technical fees.*



CITY OF NORMAN, OK
CITY COUNCIL FINANCE COMMITTEE MEETING
Municipal Building, Executive Conference Room, 201 West Gray, Norman,
OK 73069
Thursday, March 16, 2023 at 4:00 PM

MINUTES

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, retaliation, 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 contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

PRESENT

Mayor Larry Heikkila
Councilmember Ward 3 Kelly Lynn

ABSENT

Councilmember Ward 6 Elizabeth Foreman

OTHERS PRESENT

Councilmember Ward 4 Helen Grant
Councilmember Ward 7 Stephen Holman
Anthony Francisco, Director of Finance
Kim Coffman, Budget Manager
Jacob Huckabaa, Budget Technician
Dannielle Risenhoover, Administrative Tech IV
Shawn O'Leary, Director of Public Works
Mike White, Fleet Program Manager
Rick Jackson, Deputy Police Chief
Major Jamie Shattuck, Police Patrol Bureau
Joyce Green, GIS Services Manager
Brenda Hall, City Clerk
Andy Couch, Executive Director & Curator for Fire House Art Center

CALL TO ORDER

Mayor Heikkila welcomed everyone to the meeting. The meeting began at approximately 4:00 PM.

AGENDA ITEMS

1. DISCUSSION REGARDING THE FYE 2024 CITY OF NORMAN BUDGET.

Anthony Francisco discussed the Budget Reports. Three outside agencies are requesting additional General Fund financial support from the City of Norman in FYE 2023-2024. These agencies are Performing Arts Studio, Moore-Lindsay Historical Museum, and the Firehouse Art Center. Board Members were aware of the City's previous financial contributions to these agencies and informed of their requests for additional funding as follows:

- \$2200 requested by Performing Arts Studio
- \$3000 requested by Moore-Lindsay Historical House Museum, and
- \$60,000 requested by Firehouse Art Center.

Andy Couch, Executive Director & Curator for Firehouse Art Center, spoke to members regarding the Center's request for funds. Couch stated that Firehouse Art Center is requesting additional funds primarily due to the "cut to the arts in terms of grant funds received." He also stated that the Center is focused on providing more opportunities for children, adults and veterans. Included in Couch's plan for the Center is adding ceramics, printmaking, exhibits, and clay making. Councilmember Holman asked Mr. Couch if the additional request for funds is a one-time request or is it an on-going request. Couch's reply was, "I would hope that this would be this every year, but I am going to do my best to bring in new foundations to the Firehouse and individual donors." Couch does believe that the Center needs to host fundraisers to gain revenue.

Councilmembers Grant and Holman both showed support in granting the outside agencies request for additional funding out of the General Fund for FYE24.

Francisco highlighted the "Critical Vehicle Replacement Report" issued by the City of Norman Fleet Maintenance Division. This report lists vehicles that are more cost effective to replace than maintain. In the general governmental area alone, the report indicates that \$10.2 million in fleet is in critical need of replacement. A previous Fleet study revealed that the City of Norman should be spending approximately \$6 million per year replacing vehicles. Francisco stated, "Our full allocation of the 27% for capital outlay is about \$4 million for everything. As a management team we usually allocate about half of that \$4 million toward fleet replacements." Francisco pointed out how few vehicles would be replaced with this money. With police vehicles clearly qualifying for the use of seizure & restitution funds, discussion was had regarding using approximately \$1.4 million in this fund to help replace police vehicles. This would help replace approximately 17 police vehicles; thus, Francisco asked the Finance Committee is they would like to use seizure and restitution money for the replacement of police vehicles?

Councilmember Holman suggested that seizure and restitution funds be used in a more diversified way, such as for all vehicles, not just police vehicles; however, City Attorney Kathryn Walker's legal recommendation was that seizure and restitution funds be used for police & law enforcement purposes due to the direct source of the funds and the law becoming less clear when moving away from the police & law expenditures. The topic of spending seizure and restitution funds on police vehicles will be presented to City Council for further discussion at the time the City Manager's proposed budget is presented to the Council.

Items submitted for the record:

1. Fiscal Year 2024 Budget Report – Critical Fleet Replacement List

* * * * *

2. CONTINUED DISCUSSION REGARDING FLOCK SAFETY CAMERA SOLUTIONS FOR THE COMMUNITY.

Major Jamie Shattuck with Norman Police Department (NPD) discussed NPD's desire to install about 10 "Flock" cameras on Norman's main city streets. Shattuck reports that Flock cameras capture a photograph of the back of all vehicles and vehicle tags as they drive by. Photographs remain stored in a cloud database that NPD could access for up to 30 days. The Flock camera system would help NPD utilize vehicle descriptions and tag numbers to help identify and track vehicles reported in a crime, wanted people and or missing persons. Shattuck stated that Flock would not be used to ticket people or raise revenue. Mayor Heikkila requested that this item be forwarded to City Council for further discussion before it is considered as a NPD budget item.

3. DISCUSSION REGARDING MONTHLY REVENUE AND EXPENDITURE REPORTS.

Anthony Francisco discussed the Monthly Revenue and Expenditure Reports. He stated that the sales tax is up 5.7% for March and the sales tax for the Public Safety, Norman Forward, and Transit Funds are all up as well.

Mayor Heikkila asked about the timing and funding for moving Fire Station 5. Francisco stated that the timing and funding relate to when the City pays off the existing debt for the existing radio system and the Emergency Communications Operations Center, which is about 3.5 years from now. Francisco stated that if Council wanted to identify some other sources of funding for this debt they could do so, noting that the General Fund balance is in excess of the mandated reserve.

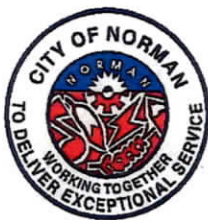
Concerned about the line maintenance budget, Councilmember Grant requested a report on the City's monthly and year-to-date costs for water line repairs.

Items submitted for the record:

1. Monthly Revenue and Expenditure Reports

ADJOURNMENT

Chairman Heikkila adjourned the meeting at approximately 5:10 PM.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 07/11/2023

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF K-2324-23: BETWEEN THE NORMAN VISITORS AND CONVENTION BUREAU AND THE CITY OF NORMAN FOR THE PURPOSE OF ENCOURAGING, PROMOTING, AND FOSTERING CONVENTION AND TOURISM DEVELOPMENT IN THE CITY.

BACKGROUND: The City of Norman contracts annually with the Norman Convention and Visitors Bureau (VisitNorman) to administer the share of funds collected pursuant to the Norman Transient Guest Room Tax Ordinance set aside specifically for the purpose of encouraging, promoting, and fostering convention and tourism development in the City. On May 9, 2023, the voters approved the guest room tax to be increased from 5% to 8% allowing the creation of the Norman Sports Commission, or NormanSports. In 2016, the City allocated \$80,000 to VisitNorman \$30,000 of which was used to work with the Huddle Up Group to research expanding sports tourism in Norman by creating a sports commission. Huddle Up provided a strategic plan for the best structure for a new sports commission and resources to sustain and grow Norman's economic development through sports. The increased funding from the guest room tax will allow for the sports commission to be funded and continue VisitNorman's mission to encourage convention and tourism development in Norman.

DISCUSSION: The contract between the City and the Norman Convention and Visitors Bureau originated in fiscal year 1992-93 (FYE 93) and has been amended six times since then. This latest proposed version consolidates the various amendments to the original contract into a clean new contract between the parties.

The current contract addresses the increased guest room tax rate approved by the May 9, 2023 vote, expands the voting Board members to address additional community interests, and clarifies VisitNorman's actions on behalf of the City in exchange for an allocation of Guest Room Tax revenue.

RECOMMENDATION:

Staff recommends approving K-2324-23.

promotional programs, servicing conventions including all normal convention support services and equipment, represent local business, civic and hotel interests in negotiating with associations and other convention groups to preclude unreasonable demands and assist in the development and promotion of local activities and attractions designed to enhance City's tourist desirability. This shall include administrative tasks required for national and state grant programs such as the State's Quality Events program.

- A. It is agreed that Visit Norman's operation under this Agreement shall be in accordance with the City's Code of Ordinances and applicable state law and its sole purpose shall be the promotion of convention and tourism within the City. The Visit Norman Board of Directors shall consist of total of nineteen (19) voting members, and four (4) Ex-Officio members, to be made up as follows:
- i. Nineteen (19) voting members of the Board of Directors as follows:
 - a) Thirteen (13) Directors, each as elected by the Visit Norman Board of Directors, and as chosen generally from organizations and businesses within Norman that are significantly affected by convention and tourism activities in Norman, such as follows:
 - (1) The University of Oklahoma Athletic Department;
 - (2) The Norman Public Schools;
 - (3) The Norman Chamber of Commerce;
 - (4) The Norman Arts Council;
 - (5) The Norman hotels and hospitality industry;
 - (6) The Norman restaurant and entertainment industry; and/or
 - (7) The Norman sports community and industry.
 - b) Two (2) Directors, each as appointed by the Mayor of the City of Norman, and as chosen generally from organizations and businesses within Norman that are significantly affected by convention and tourism activities in Norman, such as:
 - (1) The University of Oklahoma; and/or
 - (2) Organized athletic groups.
 - c) Four (4) Directors, each as elected by the Visit Norman Board of Directors, and as chosen generally from the Norman community to serve in "at-large" capacities.
 - ii. Four (4) Ex-Officio representatives as follows:
 - a) The Mayor of the City of Norman; or a City Councilmember of the City of Norman as appointed by the Mayor to serve in this role;
 - b) The City Manager of the City of Norman, or another City of Norman employee as designated by the City Manager to serve in this role;

- A. Visit Norman agrees to devote its best efforts to the City's interest and to endeavor in every way to make the promotion of the City as a convention and tourism center successful. Visit Norman understands and agrees that the establishment of objective criteria by which to judge Visit Norman's performance is necessary and an important part of this Agreement. As part of its reports to the City Council and in any event no less than semi-annually, Visit Norman shall provide Council with the information set forth herein.
- B. Visit Norman shall report to the City no less than approximately semi-annually, with information that provides the City with a reasonably good understanding of the activities that Visit Norman has undertaken since the prior reporting, through efforts to encourage, promote, and foster the convention and tourism development of the City. The information will provide to the City with knowledge as to the Visit Norman's work in areas such as, but not limited to, the following:
- i. Convention and Sports Activities and Performance Measures;
 - ii. Marketing and Communications Activities and Performance Measures;
 - iii. Group Tour Activities and Performance Measures;
 - iv. Funding efforts for Tourism and Promotion (such as the State of Oklahoma Quality Events program); and
 - v. The total return on investment, with such figures as may be related to visitor spending, convention sales and marketing/communications.
- C. Visit Norman shall furnish quarterly financial reports that include revenue and expense reports compared to budget and balance sheets covering the period and the year-to-date. The year-end financial report submitted by Visit Norman to the City shall include an audited financial statement for the previous year. Said audited financial statement shall be furnished by Visit Norman to the City as soon as reasonably possible after the close of the previous fiscal year.

3. **Funding**

- A. The parties hereto agree that of the sums collected from the Norman Transient Guest Room Tax, the City of Norman shall retain Four Percent (4%) to reimburse the City for its administrative costs involved in administering the tax and administering the contract. Of the remaining Ninety-Seven Percent (97%), 59.375% shall be paid to Visit Norman as compensation for its services rendered during the term of the Agreement. Of the remaining tax collected, 15.625 % shall be set aside for the Norman Parks Department.
- i. Of the revenues received by Visit Norman from the Norman Transient Guest Room Tax Ordinance, 15.79% shall be dedicated to the promotion of sports tourism in Norman, and improvements to Norman sports facilities.
- B. The City agrees to pay to Visit Norman the funds received in monthly increments during the terms of this Agreement. Prior to May 1 of each year, Visit Norman shall prepare and submit to the City Council a detailed plan of work and integrated budget for Ninety-Five Percent (95%) of the estimated revenues of the next fiscal

WITNESS our hands the ____ day of _____, 2023, at Norman, Oklahoma.

NORMAN CONVENTION AND VISITORS BUREAU, INC.

By: _____
<name>, President

ATTEST:

Corporate Secretary

APPROVED this ____ day of _____, 2023, by the Norman City Council.

ATTEST: _____
Larry Heikkila, MAYOR

Brenda Hall, City Clerk

APPROVED as to form and legality this ____ day of _____, 2023.

CITY ATTORNEY



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 07/11/2023

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-26: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND TYLER FUQUA CREATIONS IN THE AMOUNT OF \$62,000 FOR THE DESIGN AND CREATION OF A SCULPTURE TO BE PLACED AT THE REAVES PARK FUNDED THROUGH THE NORMAN FORWARD PUBLIC ARTS FUND.

BACKGROUND:

The City of Norman and the Norman Arts Council (NAC) have partnered in projects to install art in public places within the City of Norman. Through this partnership, the NAC has purchased art pieces, and the City provides a location for the piece(s) within public spaces owned by the City of Norman.

With the adoption of NORMAN FORWARD, the City committed to expending an amount not to exceed 1% of the aggregate construction costs of major facilities and community park improvements costs on public art at those facilities and parks. Because of the City's positive relationship with the NAC and the NAC's commitment to the sense of community fostered by public art, the NAC has agreed to expand the partnership with the City of Norman to assist with the selection, location, and installation of public art purchased with Norman Forward sales tax revenue.

Under the terms of the approved Services Agreement, Contract K-1516-132, and all amendments thereto, the NAC will be the administrator for selecting, locating, and installing public art purchased with Norman Forward sales tax funds. The NAC has administered the selection of public art through four phases: (a) Phase I: Project Development, including research into similar projects and assembly of a Project Team to evaluate the public art opportunities; (b) Phase II: Selection Process, including project announcement and advertising, "blind jury" review of the submission, and ultimate selection of and contracting with an artist; (c) Phase III Execution and Installation, including coordination with the City for permitting and approvals during fabrication and installation of the selected artwork; and (d) Phase IV: Public Engagement and Education, including design and installation appropriate markers and other means of creating public awareness and appreciation for each work of art through press releases, social media, and other appropriate channels, as well as the care and maintenance of each work of art.

Under the terms of the Services Agreement, the City of Norman has funded public art installed at or as a part of Norman Forward sales tax-funded projects up to 1% of construction costs for the Central Library, East Library, Westwood Family Aquatic Center, and Westwood Tennis, Ruby Grant Park, Andrews Park, and have planned the future installation of artwork at the Young Family Athletic Center ("YFAC"), Saxon Park, Reaves Park, Griffin Park, and the Senior Wellness Center. These costs (the "Norman Forward Public Arts Fund" or "NFPAF"), aggregated together, were initially estimated to be \$1.2 million.

Of the NFPAF, at least 90% shall be allocated to art selection, artist fees, fabrication, installation, and maintenance. The remaining amount, up to 10% of the total NFPAF, is paid to NAC as an administrative fee. The City will make the administrative fee available to NAC as projects come forward. The NAC will submit quarterly reports detailing progress, including funds received and expended. The Services Agreement is for an initial one-year term. It renews automatically for subsequent one-year terms so long as Norman Forward revenues remain for the purchase and installation of public art.

DISCUSSION:

Reaves Park, located at 2501 Jenkins Ave, has reached the point where an artist has been selected, and a final contract with the chosen Artist is proposed for City Council consideration.

The Selection Panel Advisory Board and the Norman Arts Council Board began the artist selection process; the Board recommended the retention of artist Tyler FuQua of Tyler FuQua Creations to build and install a robot sculpture at the site.

The Artist is responsible for the sculpture, the delivery, installation, and securing of the work in a foundation/footer designed by a licensed engineer. At the same time, the City will be responsible for the concrete decking and any associated landscaping.

The sculpture is proposed to be completed and installed by October 31, 2023. In addition, before implementing any changes to the sculpture, the Artist must obtain approval from the City of Norman. The total cost of this contract is \$62,000, \$25,000 of which is payable upon delivery of the signed contract and issuance of an Artist's invoice, \$18,500 of which is due upon substantial completion of the robot sculpture, and the final \$18,500 is due upon final acceptance of the work by the City.

Final acceptance will be determined solely by the City of Norman. The City of Norman retains the right to subsequently remove the work if it presents a safety hazard or cannot be reasonably restored to its original structural or aesthetic integrity.

Norman Forward Public Arts Project, Construction (account 51795500-46101; project NFP100) has adequate funds available to cover the award of this contract.

RECOMMENDATION:

Based upon the foregoing, City Staff recommends that Council approve Contract K-2324-26 with Tyler FuQua Creations for the fabrication and installation of artwork at Reaves Park.

- D. The permanent location for the work shall be in Reaves Park, at 2501 Jenkins Ave, Norman, Oklahoma.
- E. The Artist shall perform all services and furnish all supplies, materials and equipment necessary for the design, execution, fabrication, transportation and installation of the Work. The Owner will make equipment for installation available.
- F. The Owner shall make known its specifications to the Artist prior to the rendering of their services.
- G. The Owner in consultation with the Artist shall determine the arrangement and placement of the final Work.
- H. The Artist shall be responsible for the delivery, installation, and securing of the Work on a concrete base prepared, by the Owner, at the site in Norman, Oklahoma.
- I. The Artist shall coordinate, with the Norman Arts Council, on outreach program design, including number, duration, form, and delivery type.

II. Execution of the Work

- A. The Artist shall complete the fabrication of the work in substantial conformity with the design as recommended by the Norman Arts Council Board and approved by the Owner
- B. Prior to implementation of any significant changes in the Work, the Artist shall present to the Owner in writing, for further review and approval, a thorough description of such proposed changes. A significant change is any change affecting the scope, intent, design, color, size, material or location of the Work not permitted by, or not in substantial conformity with, the approved design. Owner must approve the proposed changes prior to continued work by the Artist.
- C. In performance of the Work described herein, the Artist shall comply with all applicable State and local laws, rules and regulations.
- D. The Artist shall complete the Work by October 15, 2023. Should the work be ready for delivery prior to October 1, 2023, the Artist shall keep the work safely stored at its studio or other location. The installation of the the

work will be at a date mutually agreeable between the Artist and the Owner, but no later than October 31, 2023.

- E. The Owner shall notify the Artist of construction delays resulting in delays in site preparation prior to the scheduled delivery date or installation date. A new date shall be agreed upon by the Owner and Artist for completion, delivery and installation of the Work.
- F. The Artist shall notify the Owner in writing when fabrication of the Work is completed and the Artist is ready to deliver the Work and install it on the site.
- G. Within forty-five (45) days after installation of the Work, and prior to final payment, the Artist shall make available to the Owner high quality digital images of the completed Work .
- H. The Artist shall furnish the Owner with a full written narrative description of the Work.
- I. The Artist shall provide the Owner written instructions for appropriate maintenance and preservation of the Work.
- J. Final acceptance shall be determined solely by the Owner and shall constitute the acknowledgement that the Work has been satisfactorily completed and installed according to the terms of this Agreement.
- K. Ownership of the Work shall pass to the Owner (City of Norman) upon final acceptance.

III. Warranties and Copyright

- A. The Artist represents and warrants that:
 - i. The Work is solely the result of the artistic and creative efforts of the Artist;
 - ii. The Work is unique and original and does not infringe upon any copyright;
 - iii. The Work has not been accepted for sale elsewhere; and
 - iv. The Work is free and clear of any liens from any source whatever.
- B. The Artist represents and warrants that:
 - i. The Work, as fabricated and installed, will be free of defects in material and workmanship, including any defects of "inherent vice" or qualities which cause or accelerate deterioration of the Work; and

- ii. Reasonable maintenance of the Work will not require procedures substantially in excess of those described in the maintenance recommendations to be submitted by the Artist; and
 - iii. The warranties described in this section shall survive for a period of one (1) year after the final acceptance of the Work. The Owner shall give notice to the Artist of any observed breach with reasonable promptness. The Artist shall, at the request of the Owner, and at no cost to the Owner, reasonably and promptly cure the breach of any such warranty, which is curable by the Artist and which cure is consistent with professional conservation standards. This includes making repairs to the Work or re-fabricating the Work arising out of defects consisting of "inherent vice" or qualities accelerating deterioration of the Work which appear for a period of one (1) year after the installation and which the Artist shall correct.
- C. The Artist retains all rights under the Copyright Act of 1976 under 17 U.S.C. § 101 *et seq.*, Visual Artists Rights Act of 1990 (VARA) 17 USC §106A, and all other rights in and to the Work except ownership and possession, except as such rights may be limited by this Agreement. The Artist shall not make any additional exact duplicate reproductions of the final Work, nor shall the Artist grant permission to others to do so except with the written permission of the Owner. The Artist grants to the Client and Owner and its assigns an irrevocable license to make photographic or graphic reproductions of the Work for non-commercial purposes, including but not limited to reproductions used in advertising, brochures, media publicity and catalogs or other similar publications, if the Artist is duly credited, except where the Work is merely an incidental feature of a photograph. A plaque provided by the Owner, identifying the title, date, and Artist, shall be placed on or near the Work. The Artist shall have the right to use photographs of the completed Work as an example of his work and in books or brochures he may publish.

IV. Fee for Services

- A. The total purchase price of creation, preparation and completion of the final Work shall be \$62,000. This fee does not include the cost to Owner for preparation of the site for installation. Owner shall not provide any additional compensation for any alterations or revisions in the final Work which substantially depart from the approved preliminary models and specifications and which cause the Artist an unusual and unanticipated expense.

- B. The Artist shall receive payments from the Client to the Artist to be paid in the amount of \$62,000 as follows:
 - i. \$25,000 upon delivery of signed contract by the Owner and Artist and the issuance of Artist's invoice;
 - ii. \$18,500 upon documentation of the half-way milestone of completion of the Work;
 - iii. \$18,500 upon final acceptance of the Work by Owner.

- C. Artist's lack of performance during either of the payment stages listed above shall initiate a 30-day period to cure the deficiency and/or lack of performance upon receipt of written notice from the Owner which provides a statement addressing Owner's dissatisfaction with Artist's performance as well as what steps the Artist may take to cure the inadequate performance. The Artist must cure the deficiency or take reasonable steps towards curing the deficiency within the 30-day period. Upon failure of the Artist to do so, the Owner may pursue any remedies available to them against the Artist at law and in equity, including, but not limited to, the right to terminate this Agreement and reimbursement from Artist for all funds expended by Owner thus far including costs to remove the base or foundation.

- D. Artist shall provide proof of completion of the Work by submitting at least ten pictures of the Work from various angles which tend to clearly show the Artist's progression during the stages of fabrication to completion. Additionally, Artist shall submit Form A along with these documents.

V. Funding

- A. Owner guarantees and warrants that it will produce funds in the amount of \$62,000 as required for completion of the Work.

VI. Alteration and De-accession Right

- A. The Owner agrees that it will not consent to intentional alteration, modification, change, destruction of or damage to the Work by the Owner without attempting to consult the Artist.

- B. The Artist shall notify the Owner of changes in their address. The failure to do so, if such failure prevents the Owner from locating the Artist, shall be deemed a waiver by the Artist of the right subsequently to enforce that which requires the express approval of the Artist. The Owner shall make

reasonable efforts to locate the Artist when matters arise relating to the Artist's rights.

- C. The Owner may remove the Work from the City of Norman collection if it determines that the Work represents a safety hazard in its present condition or cannot reasonably be restored to its original structural or aesthetic integrity due to technical difficulties or expense disproportionate to the value of the Work. The Owner shall notify the Artist of such a decision to de-access the Work. Such notification shall be made before the de-accession, whenever possible. The Owner has no responsibility to relocate, restore, or replace the Work if it is misplaced, damaged or stolen.

VII. Insurance

The Artist, as independent contractor, is responsible for any requirements pertaining to Workers' Compensation insurance and employee liability insurance, and shall obtain and maintain insurance satisfactory to covering comprehensive general liability, and all risks of loss, damage to, or theft of the Work while it is being made, transported, or installed by the Artist. The Artist shall deliver to the Owner a copy of this insurance prior to beginning work. In addition, the City of Norman will provide insurance to cover loss, damage to, or theft of the Work once installed under the City of Norman's current policy covering the construction of Reaves Park.

VIII. Indemnity

Upon execution of this document, but prior to transfer of ownership, Artist agrees to defend, indemnify and hold harmless Owner, its agents and employees, from and against legal liability for all claims, losses, damages and expenses to the extent such claims, losses, damages or expenses are caused by Artist, its agents or employees' negligent acts, errors or omissions. Artist shall indemnify the City of Norman, Oklahoma up to one hundred thousand dollars (\$100,000.00) for any claim arising out of this Agreement. Artist further waives any rights against the City for any and all injuries or damages alleged to have arisen during the term of this Agreement.

IX. Default

If either party defaults in any of the covenants or agreements contained herein, the defaulting party shall pay all court ordered costs and expenses, including

reasonable attorney's fees, incurred by the other party in enforcing its rights arising under this Agreement,.

X. Binding

This Agreement shall be binding upon and inure to the benefit of the parties hereto, their agents, successors, and assigns.

XI. Integration

This Agreement represents the entire and integrated Agreement between the parties. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may only be changed by a written amendment executed by all parties.

XII. Ownership of Documents and Models

Upon final acceptance, all studies, drawings, designs, maquettes and models prepared and submitted under this Agreement shall be returned to the Artist and shall belong to the Artist unless agreed by all parties.

XIII. Notice

Notice of any breach or other correspondence related to this contract shall be by email or regular mail to the following contacts:

Artist:

Tyler FuQua
Title: Creative Director
Tyler FuQua Creations
Address: 503-708-9956
Email: tyfu@me.com

City:

Jason Olsen
Title: Director of Parks and Recreation
225 N. Webster Ave.

Norman, OK 73070
Email: Jason.Olsen@normanok.gov

XIV. Modification

No alteration, change or modification of the terms of this Agreement shall be valid unless made in writing and signed by all parties hereto.

XV. Severability

Any provision of this contract which is hereafter found by a court of law or otherwise to be in conflict with the laws, rules, and/or regulations of the United States, State of Oklahoma or City of Norman shall be considered null and void. Any provision rendered null and void by the operation of this provision will not invalidate the remainder of this contract to the extent the contract is capable of execution.

ARTIST


Tyler FuQua, Creative Director
Tyler FuQua Creations
24645 SE Brevi Lane, Eagle Creek, OR 97022
Phone number 503-708-9956

Before me, the undersigned, a Notary Public in and for said County and State, on this 15th day of June, 2023, personally appeared Tyler FuQua and N/A, to me known to be the identical person(s)/(company title) person who executed the foregoing and acknowledged to me that he executed the same as a 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.



Kristyn Jo Anderson

Notary Public

My Commission Expires: *August 5, 2023*

County of Multnomah, State of Oregon

CITY OF NORMAN

APPROVED this _____ day of _____, 2023, by the Norman City Council.

Larry Heikkila, MAYOR

ATTEST:

Brenda Hall, City Clerk

APPROVED as to form and legality this *10th* day of *July*, 2023.

Mr. Poole

CITY ATTORNEY

SCHEDULE I

[to be included]

OFFICIAL STAMP
/N JO ANDERSON
PUBLIC - OREGON
SSION NO: 990268
PIRES AUGUST 05, 2023

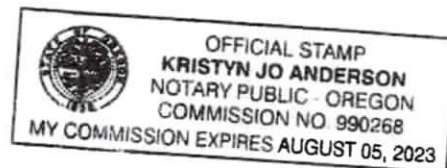
State of Oregon Notarial Certificate (ORS Ch. 194.280, 194.285)

Witnessing or Attesting a Signature

State of OREGON

County of MultnomahSigned (or attested) before me on (date) 15th of June, 20 23by (name(s) of individual(s)) Tyler FuquaKristyn Jo Anderson

Notary Public - State of Oregon

Official StampDocument Description

This certificate is attached to page 89 of a contract (title or type of document), dated June 15, 20 23, consisting of 10 pages.

OFFICIAL STAMP
KRISTYN JO ANDERSON
NOTARY PUBLIC - OREGON
COMMISSION NO. 990268
SION EXPIRES AUGUST 05, 2023

KR
NOT
CO
MY COMMISSION

Proposed schedule for Reaves Park Robot Sculpture:

July - Receive first round of funding and order main structure materials after getting approval from engineer. Begin to fabricate key components (elbows, knees, shoulders, hips, etc.) Once those are done, begin to attach them to the larger parts (arms, legs, pelvis, etc).

August - Continue to assemble main body part and begin work on head, and hand and head accessories.

September - Get in contact with the local schools and begin heart chamber design process. Finish body details and order the base plate. Hopefully by the end of September we will have the heart chamber design selected and can begin fabrication of that piece. Continue with details of the accessories, etc.

October - finish construction of the robot. Reach out to community to select the numbering of the robot. Complete all fabrication by 10/15. Ship robot out around 10/27 for a 10/31 delivery and installation.

Form A

I, Tyler Fuqua, hereby declare that the accompanying documents truthfully and accurately depict the most current status of the Work. I further declare that I produced and created the Work pictured in the accompanying documents.

Artist/ Project Manager

Date

[Signature] 6/15/23
 Address: 24645 SE Brex Ln
East Creek, OR
97022

State of Oregon

County of Multnomah



Sworn to and subscribed before me this 15th day of June, 2023.

Kristyn Jo Anderson
 Notary Public

My commission expires: August 5, 2023



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 07/11/2023

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-24: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND PROJECTIONE LLC dba PROJECT ONE STUDIO IN THE AMOUNT OF \$89,000 FOR THE DESIGN AND CREATION OF A SCULPTURE TO BE PLACED AT THE GRIFFIN PARK FUNDED THROUGH THE NORMAN FORWARD PUBLIC ARTS FUND.

BACKGROUND:

The City of Norman and the Norman Arts Council (NAC) have partnered in projects to install art in public places within the City of Norman. Through this partnership, the NAC has purchased art pieces, and the City provides a location for the piece(s) within public spaces owned by the City of Norman.

With the adoption of NORMAN FORWARD, the City committed to expending an amount not to exceed 1% of the aggregate construction costs of significant facilities and community park improvements costs on public art at those facilities and parks. Because of the City's positive relationship with the NAC and the NAC's commitment to the sense of community fostered by public art, the NAC has agreed to expand the partnership with the City of Norman to assist with the selection, location, and installation of public art purchased with Norman Forward sales tax revenue.

Under the terms of the approved Services Agreement, Contract K-1516-132, and all amendments thereto, the NAC will be the administrator for selecting, locating, and installing public art purchased with Norman Forward sales tax funds. The NAC has administered the selection of public art through four phases: (a) Phase I: Project Development, including research into similar projects and assembly of a Project Team to evaluate the public art opportunities; (b) Phase II: Selection Process, including project announcement and advertising, "blind jury" review of the submission, and ultimate selection of and contracting with an artist; (c) Phase III Execution and Installation, including coordination with the City for permitting and approvals during fabrication and installation of the selected artwork; and (d) Phase IV: Public Engagement and Education, including design and installation appropriate markers and other means of creating public awareness and appreciation for each work of art through press releases, social media, and other appropriate channels, as well as the care and maintenance of each work of art.

RECOMMENDATION:

Based upon the foregoing, City Staff recommends that Council approve Contract K-2324-24 with PROJECTIONE LLC for the fabrication and installation of artwork at Griffin Park.

- E. The Artist shall perform all services and furnish all supplies, materials and equipment necessary for the design, execution, fabrication, transportation and installation of the Work. The Owner will make equipment for installation available.
- F. The Owner shall make known its specifications regarding specific location, mounting, installation and other issues related to the finished product's delivery and installation, to the Artist prior to the rendering of their services.
- G. The Owner in consultation with the Artist shall determine the arrangement and placement of the final Work.
- H. The Artist shall be responsible for the delivery, installation, and securing of the Work on a concrete base prepared, by the Owner, at the site in Norman, Oklahoma.
- I. The Artist shall coordinate, with the Norman Arts Council, on outreach program design, including number, duration, form, and delivery type.

II. Execution of the Work

- A. The Artist shall complete the fabrication of the work in substantial conformity with the design as recommended by the Norman Arts Council Board and approved by the Owner
- B. Prior to implementation of any significant changes in the Work, the Artist shall present to the Owner in writing, for further review and approval, a thorough description of such proposed changes. A significant change is any change affecting the scope, intent, design, color, size, material or location of the Work not permitted by, or not in substantial conformity with, the approved design. Owner must approve the proposed changes prior to continued work by the Artist.
- C. In performance of the Work described herein, the Artist shall comply with all applicable State and local laws, rules and regulations.
- D. The Artist shall complete the Work by March 15, 2024. Should the work be ready for delivery prior to March 1, 2024, the Artist shall keep the work safely stored at its studio or other location. The installation of the work will be at a date mutually agreeable between the Artist and the Owner, but no later than March 31, 2024.
- E. The Owner shall notify the Artist of construction delays resulting in delays in site preparation prior to the scheduled delivery date or installation date.

A new date shall be agreed upon by the Owner and Artist for completion, delivery and installation of the Work.

- F. The Owner shall always grant a reasonable extension of time to the Artist in the event that there is a delay on the part of the Client in performing its obligations under this Agreement or in completing the Project, or if conditions beyond the Artist's reasonable control such as, but not limited to, acts of nature; pandemic, national, state, or local quarantine or stay at home order, war or warlike operation; superior governmental regulation or control; public emergency render timely performance of the Artist's services impossible or unexpectedly burdensome. Failure to fulfill contractual obligations due to conditions beyond either party's reasonable control will not be considered a breach of contract; provided that such obligations shall be suspended only for the duration of such conditions.
- G. The Artist shall notify the Owner in writing when fabrication of the Work is completed and the Artist is ready to deliver the Work and install it on the site.
- G. Within forty-five (45) days after installation of the Work, and prior to final payment, the Artist shall make available to the Owner high quality digital images of the completed Work
- H. The Artist shall furnish the Owner with a full written narrative description of the Work.
- I. The Artist shall provide the Owner written instructions for appropriate maintenance and preservation of the Work.
- J. The Artist shall notify the Owner in writing when all services have been completed. Final Acceptance will be effective as of the earlier to occur of (i) the date of the Client's written notification of Final Acceptance or (ii) the thirtieth (30th) day after the Artist has sent the written notice to the Client of completion, unless the Client, upon receipt of such notice and prior to the expiration of the 30-day period, gives the Artist written notice specifying and describing the services which have not been completed. Final acceptance shall be determined solely by the Owner and shall constitute the acknowledgment that the Work has been satisfactorily completed and installed according to the terms of this Agreement.
- K. Ownership of the Work shall pass to the Owner (City of Norman) upon final acceptance.

III. Warranties and Copyright

- A. The Artist represents and warrants that:

- i. The Work is solely the result of the artistic and creative efforts of the Artist;
 - ii. The Work is unique and original and does not infringe upon any copyright;
 - iii. The Work has not been accepted for sale elsewhere; and
 - iv. The Work is free and clear of any liens from any source whatever.
- B. The Artist represents and warrants that:
- i. The Work, as fabricated and installed, will be free of defects in material and workmanship, including any defects of "inherent vice" or qualities which cause or accelerate deterioration of the Work; and
 - ii. Reasonable maintenance of the Work will not require procedures substantially in excess of those described in the maintenance recommendations to be submitted by the Artist; and
 - iii. The warranties described in this section shall survive for a period of one (1) year after the final acceptance of the Work. The Owner shall give notice to the Artist of any observed breach with reasonable promptness. The Artist shall, at the request of the Owner, and at no cost to the Owner, reasonably and promptly cure the breach of any such warranty, which is curable by the Artist and which cure is consistent with professional conservation standards. This includes making repairs to the Work or re-fabricating the Work arising out of defects consisting of "inherent vice" or qualities accelerating deterioration of the Work which appear for a period of one (1) year after the installation and which the Artist shall correct.
 - iv. Except as otherwise specifically provided, no other warranty or representation, either express or implied, is included or intended in the Artist's proposals, reports, deliverables, and/or communications. The warranties in this Section are conditional and shall be voided by the failure of the Client to maintain the Work in accordance with the Artist's specifications, including the Maintenance Manual, and the applicable conservation standards. If the Client fails to maintain the Work in good condition, the Artist, in addition to other rights or remedies the Artist may have in equity or at law, shall have the right to disown the Work as the Artist's creation and request that all credits be removed from the Work and reproductions thereof until the Work's condition is satisfactorily repaired. THE ARTIST DISCLAIMS ANY WARRANTIES ARISING OUT OF THE CLIENT'S GROSS NEGLIGENCE, WILLFUL MISCONDUCT, OR ANY DAMAGES OR LOSSES TO THE ARTWORK ARISING OUT OF VANDALISM, INTENTIONAL DAMAGES OR OTHER ACTS OUTSIDE THE REASONABLE CONTROL OF THE PARTIES.

EXCEPT AS EXPRESSLY PROVIDED HEREIN, THE ARTIST MAKES NO WARRANTIES TO THE CLIENT, WRITTEN OR ORAL, STATUTORY OR EXPRESS OR IMPLIED, INCLUDING

WITHOUT LIMITATION, THE WARRANTY OF MERCHANTABILITY AND THE WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. THE CLIENT'S EXCLUSIVE REMEDY AND THE ARTIST'S ENTIRE LIABILITY ARISING FROM OR IN CONNECTION WITH THE SERVICES AND THE ARTWORK (INCLUDING WITHOUT LIMITATION FOR BREACH OF WARRANTY OR INFRINGEMENT) SHALL BE, AT THE ARTIST'S SOLE OPTION, THE MODIFICATION OR REPLACEMENT OF THE SERVICES OR WORK OR A REFUND OF ALL OR PART OF THE FEES FOR THE SERVICE PERFORMED.

This Section will survive termination or expiration of this Agreement for any reason.

- C. The Artist retains all rights under the Copyright Act of 1976 under 17 U.S.C. § 101 *et seq.*, Visual Artists Rights Act of 1990 (VARA) 17 USC §106A, and all other rights in and to the Work except ownership and possession, except as such rights may be limited by this Agreement. The Artist shall not make any additional exact duplicate reproductions of the final Work, nor shall the Artist grant permission to others to do so except with the written permission of the Owner. The Artist grants to the Client and Owner and its assigns an irrevocable license to make photographic or graphic reproductions of the Work for non-commercial purposes, including but not limited to reproductions used in advertising, brochures, media publicity and catalogs or other similar publications, if the Artist is duly credited, except where the Work is merely an incidental feature of a photograph. A plaque provided by the Owner, identifying the title, date, and Artist, shall be placed on or near the Work. The Artist shall have the right to use photographs of the completed Work as an example of his work and in books or brochures he may publish.

IV. Fee for Services

- A. The total purchase price of creation, preparation and completion of the final Work shall be \$89,000. This fee does not include the cost to Owner for preparation of the site for installation. Owner shall not provide any additional compensation for any alterations or revisions in the final Work which substantially depart from the approved preliminary models and specifications and which cause the Artist an unusual and unanticipated expense.
- B. The Artist shall receive payments from the Client to the Artist to be paid in the amount of \$89,000.00 as follows:

- i. \$44,500.00 within thirty (30) days, upon delivery of signed contract by the Owner and Artist and the issuance of Artist's invoice;
- ii. \$22,250.00 within thirty (30) days, upon documentation of the 50% milestone of completion of fabrication of the Work;
- iii. \$11,125.00 within thirty (30) days, upon documentation of the 100% milestone of completion of fabrication of the Work;
- iv. \$11,125.00 within thirty (30) days, upon final acceptance of the Work by Owner.

- C. Artist's lack of performance during either of the payment stages listed above shall initiate a 30-day period to cure the deficiency and/or lack of performance upon receipt of written notice from the Owner which provides a statement addressing Owner's dissatisfaction with Artist's performance as well as what steps the Artist may take to cure the inadequate performance. The Artist must cure the deficiency or take reasonable steps towards curing the deficiency within the 30-day period. Upon failure of the Artist to do so, the Owner may pursue any remedies available to them against the Artist at law and in equity, including, but not limited to, the right to terminate this Agreement and reimbursement from Artist for all funds expended by Owner thus far including costs to remove the base or foundation.
- D. Artist shall provide proof of completion of the Work by submitting at least ten pictures of the Work from various angles which tend to clearly show the Artist's progression during the stages of fabrication to completion. Additionally, Artist shall submit Form A along with these documents.

V. Funding

- A. Owner guarantees and warrants that it will produce funds in the amount of \$89,000.00 for the completion of the Work.
- B. If any payment from the Owner is past due, the Artist will promptly notify the Owner and the Artist may immediately cease all services until full payment has been made and the Schedule and/or completion date shall be adjusted accordingly. The Artist has no obligation to provide services unless the Owner is in good standing and no amounts are owed to the Artist.

VI. Alteration and De-accession Right

- A. The Owner agrees that it will not consent to intentional alteration, modification, change, destruction of or damage to the Work by the Owner without attempting to consult the Artist.
- B. The Artist shall notify the Owner of changes in their address. The failure to do so, if such failure prevents the Owner from locating the Artist, shall be deemed a waiver by the Artist of the right subsequently to enforce that

This Agreement shall be binding upon and inure to the benefit of the parties hereto, their agents, successors, and assigns.

XI. Integration

This Agreement represents the entire and integrated Agreement between the parties. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may only be changed by a written amendment executed by all parties.

XII. Ownership of Documents and Models

Upon final acceptance, all studies, drawings, designs, maquettes and models prepared and submitted under this Agreement shall be returned to the Artist and shall belong to the Artist unless agreed by all parties.

XIII. Notice

Notice of any breach or other correspondence related to this contract shall be by email or regular mail to the following contacts:

Artist:

Project One Studio
Adam Buente, Owner
Address: 3151 Kirkbride Way, Ste. C
Indianapolis, IN 46222
812-480-6006
Email: adam@p1-studio.com

City:

Jason Olsen
Title: Director of Parks and Recreation
225 N. Webster Ave.
Norman, OK 73070
Email: Jason.Olsen@normanok.gov

XIV. Modification

No alteration, change or modification of the terms of this Agreement shall be valid unless made in writing and signed by all parties hereto.

XV. Severability

Any provision of this contract which is hereafter found by a court of law or otherwise to be in conflict with the laws, rules, and/or regulations of the United States, State of Oklahoma or City of Norman shall be considered null and void. Any provision rendered null and void by the operation of this provision will not invalidate the remainder of this contract to the extent the contract is capable of execution.

ARTIST


 PROJECTIONE LLC d/b/a Project One Studio
 Adam Buente, Owner
 Address: 3151 Kirkbride Way, Ste. C
 Indianapolis, IN 46222
 812-480-6006
 Email: adam@p1-studio.com

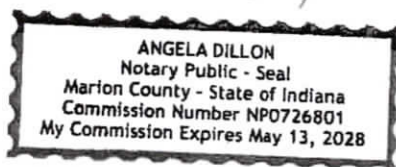
Before me, the undersigned, a Notary Public in and for said County and State, on this 21st day of June, 2023, Adam Buente, Owner AD personally appeared AD, to me known to be the identical person(s)/(company title) Owner who executed the foregoing and acknowledged to me that he executed the same as his 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.



Notary Public

My Commission Expires: 05/13/2028



CITY OF NORMAN

APPROVED this ____ day of _____, 2023, by the Norman City Council.

Larry Heikkila, MAYOR

ATTEST:

Brenda Hall, City Clerk

APPROVED as to form and legality this 5th day of July, 2023.

Car Roale
CITY ATTORNEY

[The remainder of this page is intentionally left blank]

SCHEDULE I

I. Estimate of Project Schedule

- A. Design Development / Engineering: within sixty (60) days, upon delivery of signed contract by the Owner and issuance of Artist's first payment
- B. Fabrication: within four (4) months, upon approval of Engineered Drawings
- C. Installation: within 14 days, upon approval of site preparation conditions and weather permitting. (Installation can be pushed into early spring 2024 if necessary)

Form A

I, ADAM BUENTE, hereby declare that the accompanying documents truthfully and accurately depict the most current status of the Work. I further declare that I produced and created the Work pictured in the accompanying documents.

Artist/ Project Manager

Date

[Signature] 6/21/23
 Address: 3151 KIRKBRIDE WAY, STE C.
INDIANAPOLIS, IN 46222

State of Indiana
 County of Marion

Sworn to and subscribed before me this 21st day of June, 2023.

[Signature]
 Notary Public

My commission expires: 05/13/2028



File Attachments for Item:

37. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-25: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SKUNK CONTROL IN THE AMOUNT OF \$100,000 FOR THE DESIGN AND CREATION OF A SCULPTURE TO BE PLACED AT THE NORMAN SENIOR WELLNESS CENTER FUNDED THROUGH THE NORMAN FORWARD PUBLIC ARTS FUND.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 07/11/2023

REQUESTER: Jason Olsen, Director of Parks and Recreation

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2324-25: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SKUNK CONTROL IN THE AMOUNT OF \$100,000 FOR THE DESIGN AND CREATION OF A SCULPTURE TO BE PLACED AT THE NORMAN SENIOR WELLNESS CENTER FUNDED THROUGH THE NORMAN FORWARD PUBLIC ARTS FUND.

BACKGROUND:

The City of Norman and the Norman Arts Council (NAC) have partnered in projects to install art in public places within the City of Norman. Through this partnership, the NAC has purchased art pieces, and the City provides a location for the piece(s) within public spaces owned by the City of Norman.

With the adoption of NORMAN FORWARD, the City committed to expending an amount not to exceed 1% of the aggregate construction costs of major facilities and community park improvements costs on public art at those facilities and parks. Because of the City's positive relationship with the NAC and the NAC's commitment to the sense of community fostered by public art, the NAC has agreed to expand the partnership with the City of Norman to assist with the selection, location, and installation of public art purchased with Norman Forward sales tax revenue.

Under the terms of the approved Services Agreement, Contract K-1516-132, and all amendments thereto, the NAC will be the administrator for selecting, locating, and installing public art purchased with Norman Forward sales tax funds. The NAC has administered the selection of public art through four phases: (a) Phase I: Project Development, including research into similar projects and assembly of a Project Team to evaluate the public art opportunities; (b) Phase II: Selection Process, including project announcement and advertising, "blind jury" review of the submission, and ultimate selection of and contracting with an artist; (c) Phase III Execution and Installation, including coordination with the City for permitting and approvals during fabrication and installation of the selected artwork; and (d) Phase IV: Public Engagement and Education, including design and installation appropriate markers and other means of creating public awareness and appreciation for each work of art through press releases, social media, and other appropriate channels, as well as the care and maintenance of each work of art.

Based upon the foregoing, City Staff recommends that Council approve Contract K-2324-25 with Skunk Control for the fabrication and installation of artwork at the Norman Senior Wellness Center.

- E. The Artist shall perform all services and furnish all supplies, materials and equipment necessary for the design, execution, fabrication, transportation and installation of the Work.
- F. The Owner shall make known its specifications to the Artist prior to the rendering of their services.
- G. The Owner in consultation with the Artist shall determine the arrangement and placement of the final Work.
- H. The Artist shall be responsible for the delivery, installation, and securing of the Work on a concrete base prepared, by the Owner, at the site in Norman, Oklahoma.
- I. The Artist shall coordinate, with the Norman Arts Council, on outreach program design, including number, duration, form, and delivery type.

II. Execution of the Work

- A. The Artist shall complete the fabrication of the work in substantial conformity with the design as recommended by the Norman Arts Council Board and approved by the Owner
- B. Prior to implementation of any significant changes in the Work, the Artist shall present to the Owner in writing, for further review and approval, a thorough description of such proposed changes. A significant change is any change affecting the scope, intent, design, color, size, material or location of the Work not permitted by, or not in substantial conformity with, the approved design. Owner must approve the proposed changes prior to continued work by the Artist.
- C. In performance of the Work described herein, the Artist shall comply with all applicable State and local laws, rules and regulations.
- D. The Artist shall complete the Work by September 30, 2023. Should the work be ready for delivery prior to September 1, 2023, the Artist shall keep the work safely stored at its studio or other location. The installation of the the work will be at a date mutually agreeable between the Artist and the Owner, but no later than October 31, 2023. The Artist shall notify the Owner of delivery delays due to, but not limited to, materials supply delays, shipping delays, and travel delays.
- E. The Owner shall notify the Artist of construction delays resulting in delays in site preparation prior to the scheduled delivery date or installation date. A new date shall be agreed upon by the Owner and Artist for completion, delivery and installation of the Work.
- F. The Artist shall notify the Owner in writing when fabrication of the Work is completed and the Artist is ready to deliver the Work and install it on the site.

- G. Within forty-five (45) days after installation of the Work, and prior to final payment, the Artist shall make available to the Owner high quality digital images of the completed Work.
- H. The Artist shall furnish the Owner with a full written narrative description of the Work.
- I. The Artist shall provide the Owner written instructions for appropriate maintenance and preservation of the Work.
- J. Final acceptance shall be determined solely by the Owner and shall constitute the acknowledgement that the Work has been satisfactorily completed and installed according to the terms of this Agreement.
- K. Ownership of the Work shall pass to the Owner (City of Norman) upon final acceptance.

III. Warranties and Copyright

- A. The Artist represents and warrants that:
 - i. The Work is solely the result of the artistic and creative efforts of the Artist;
 - ii. The Work is unique and original and does not infringe upon any copyright;
 - iii. The Work has not been accepted for sale elsewhere; and
 - iv. The Work is free and clear of any liens from any source whatever.
- B. The Artist represents and warrants that:
 - i. The Work, as fabricated and installed, will be free of defects in material and workmanship, including any defects of "inherent vice" or qualities which cause or accelerate deterioration of the Work; and
 - ii. Reasonable maintenance of the Work will not require procedures substantially in excess of those described in the maintenance recommendations to be submitted by the Artist; and
 - iii. The warranties described in this section shall survive for a period of one (1) year after the final acceptance of the Work. The Owner shall give notice to the Artist of any observed breach with reasonable promptness. The Artist shall, at the request of the Owner, and at no cost to the Owner, reasonably and promptly cure the breach of any such warranty, which is curable by the Artist and which cure is consistent with professional conservation standards. This includes making repairs to the Work or re-fabricating the Work arising out of defects consisting of "inherent vice" or qualities accelerating deterioration of the Work which appear for a period of one (1) year after the installation and which the Artist shall correct.

- C. The Artist retains all rights under the Copyright Act of 1976 under 17 U.S.C. § 101 *et seq.*, Visual Artists Rights Act of 1990 (VARA) 17 USC §106A, and all other rights in and to the Work except ownership and possession, except as such rights may be limited by this Agreement. The Artist shall not make any additional exact duplicate reproductions of the final Work, nor shall the Artist grant permission to others to do so except with the written permission of the Owner. The Artist grants to the Client and Owner and its assigns an irrevocable license to make photographic or graphic reproductions of the Work for non-commercial purposes, including but not limited to reproductions used in advertising, brochures, media publicity and catalogs or other similar publications, if the Artist is duly credited, except where the Work is merely an incidental feature of a photograph. A plaque provided by the Owner, identifying the title, date, and Artist, shall be placed on or near the Work. The Artist shall have the right to use photographs of the completed Work as an example of his work and in books or brochures he may publish.

IV. Fee for Services

- A. The total purchase price of creation, preparation and completion of the final Work shall be \$100,000. This fee does not include the cost to Owner for preparation of the site for installation. Owner shall not provide any additional compensation for any alterations or revisions in the final Work which substantially depart from the approved preliminary models and specifications and which cause the Artist an unusual and unanticipated expense.
- B. The Artist shall receive payments from the Client to the Artist to be paid in the amount of \$100,000 as follows:
- i. \$40,000 upon delivery of signed contract by the Owner and Artist and the issuance of Artist's invoice;
 - ii. \$30,000 upon documentation of the half-way milestone of completion of the Work;
 - iii. \$30,000 upon final acceptance of the Work by Owner.
- C. Artist's lack of performance during either of the payment stages listed above shall initiate a 30-day period to cure the deficiency and/or lack of performance upon receipt of written notice from the Owner which provides a statement addressing Owner's dissatisfaction with Artist's performance as well as what steps the Artist may take to cure the inadequate performance. The Artist must cure the deficiency or take reasonable steps towards curing the deficiency within the 30-day period. Upon failure of the Artist to do so, the Owner may pursue any remedies available to them against the Artist at law and in equity, including, but not limited to, the right to terminate this Agreement and reimbursement from Artist for all funds expended by Owner thus far including costs to remove the base or foundation.

Upon execution of this document, but prior to transfer of ownership, Artist agrees to defend, indemnify and hold harmless Owner, its agents and employees, from and against legal liability for all claims, losses, damages and expenses to the extent such claims, losses, damages or expenses are caused by Artist, its agents or employees' negligent acts, errors or omissions. Artist shall indemnify the City of Norman, Oklahoma up to one hundred thousand dollars (\$100,000.00) for any claim arising out of this Agreement. Artist further waives any rights against the City for any and all injuries or damages alleged to have arisen during the term of this Agreement.

IX. Default

If either party defaults in any of the covenants or agreements contained herein, the defaulting party shall pay all court ordered costs and expenses, including reasonable attorney's fees, incurred by the other party in enforcing its rights arising under this Agreement.

X. Binding

This Agreement shall be binding upon and inure to the benefit of the parties hereto, their agents, successors, and assigns.

XI. Integration

This Agreement represents the entire and integrated Agreement between the parties. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may only be changed by a written amendment executed by all parties.

XII. Ownership of Documents and Models

Upon final acceptance, all studies, drawings, designs, maquettes and models prepared and submitted under this Agreement shall be returned to the Artist and shall belong to the Artist unless agreed by all parties.

XIII. Notice

Notice of any breach or other correspondence related to this contract shall be by email or regular mail to the following contacts:

Artist:

Nick Athanasiou,
Title: Creative Director
Skunk Control

Address: 254 Hyde Street Yarraville, Victoria, Australia, post code 3013.

Email: nick@skunkcontrol.com.au

City:

Jason Olsen
 Title: Director of Parks and Recreation
 225 N. Webster Ave.
 Norman, OK 73070
 Email: Jason.Olsen@normanok.gov

XIV. Modification

No alteration, change or modification of the terms of this Agreement shall be valid unless made in writing and signed by all parties hereto.

XV. Severability

Any provision of this contract which is hereafter found by a court of law or otherwise to be in conflict with the laws, rules, and/or regulations of the United States, State of Oklahoma or City of Norman shall be considered null and void. Any provision rendered null and void by the operation of this provision will not invalidate the remainder of this contract to the extent the contract is capable of execution.

ARTIST



Nick Athanasiou, Creative Director
 Skunk Control
 Address 254 Hyde Street Yarraville, Victoria, Australia, post code 3013.
 Phone number +61 04999 75865


Before me, the undersigned, a Notary Public in and for said County and State, on this 30th
 day of June, 2023, personally appeared
 _____ and
 _____, to me known to be the identical
 person(s)/(company title) Sole Director who executed the foregoing grant

of easement and acknowledged to me that _____ 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.



Notary Public

 My Commission Expires: _____

LINDA PARIC
Notary Public
An Australian Legal Practitioner
within the meaning of the
Legal Profession Uniform Law (Victoria)

CITY OF NORMAN

APPROVED this _____ day of _____, 2023, by the Norman City Council.

Larry Heikkila, MAYOR

ATTEST:

Brenda Hall, City Clerk

APPROVED as to form and legality this 7th day of July, 2023.



CITY ATTORNEY

SCHEDULE I

[to be included]

Form A

I, _____, hereby declare that the accompanying documents truthfully and accurately depict the most current status of the Work. I further declare that I produced and created the Work pictured in the accompanying documents.

Artist/ Project Manager

Date

Address: _____

State of _____
County of _____

Sworn to and subscribed before me this _____ day of _____, 202__.

Notary Public

My commission expires: _____.

SCHEDULE I

Production to Installation Schedule. subject to change depending on availability and/or delays associated with freight, material availability and other unforeseen issues.

1. Design, Drawings and testing (through to mid-July 23)
2. Structural Engineering tick off (Australia) (3rd to final week of July 23)
3. Completion of Shop drawings (final week of July 23)
4. Glass and Steel cutting/ pole bending (through to end of July 23)
5. Glass bending/curving and internal optical filter lamination (2nd week of August through to 1st week of September 23)* this will depend on the angle of glass curvature
6. Pre-Welding set up (2nd week of August)
7. Welding (3rd through to 4th week of August)
8. Sand blasting and powder coating (4th week of Aug 23 through to 1st week of Sept 23)
9. Assembly and Packaging 2nd week of September
10. Freight to site (3rd week of September)

File Attachments for Item:

39. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2324-14: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND NORMAN MUNICIPAL AUTHORITY, APPROPRIATING \$32,778 FROM THE WESTWOOD FUND BALANCE FOR A LEAK REPAIR AT THE WESTWOOD FAMILY AQUATIC CENTER.

Resolution

R-2324-14

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND NORMAN MUNICIPAL AUTHORITY, APPROPRIATING \$32,778 FROM THE WESTWOOD FUND BALANCE FOR A LEAK REPAIR AT THE WESTWOOD FAMILY AQUATIC CENTER.

- § 1. WHEREAS, the City has been transferring \$35,000 per year from the NORMAN FORWARD Fund to the Westwood Fund for the Westwood Pool Maintenance Reserve; and
- § 2. WHEREAS, at the end of this fiscal year, there will be \$187,771 in the reserve; and
- § 3. WHEREAS, the NORMAN FORWARD program has always anticipated funding this reserve for major maintenance of the pool; and
- § 4. WHEREAS, this funding is needed to pay for an emergency repair leak on the lap pool gutter pipe.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND NORMAN MUNICIPAL AUTHORITY:

- § 5. That the following transfer of unused funds be approved for the reason as stated above.

<u>Account Name</u> (Gaining Account)	<u>Losing Account</u>	<u>Gaining Account</u> <u>Number</u>	<u>Amount</u>
Westwood Park Fund	Westwood Fund 29-29000	Westwood Park Fund 29970133-44299	\$32,778

PASSED AND ADOPTED this 11th day of July, 2023

ATTEST:

Mayor/Chairman

City Clerk/Secretary





The Norman Firehouse Art Center's

2023 Organization Annual Report

Fiscal Year: September 1, 2021 – August 31, 2022
City of Norman and Parks and Recreation Board

ANNUAL REPORT

01. Organization Mission Statement and Strategic Plan
02. Current Board of Directors, Staff, and Faculty
03. Narrative of Annual Activities
04. Financial Information and Budget
05. Other Sources of Income
06. How Past Funding was Used
07. Financial Statement and Tax Statements for the Past Year
08. Charges and Fees for Services Provided
09. Number of Participants

ATTACHMENTS

Two-year Profit and Loss
Breakdown of Revenues by Category
2021 Form 990
FY 21-22 Statement of Activity
FY 21-22 Statement of Financial Position
FY 22-23 Budget
Strategic Plan 2022
Board Contact List

1. Organization Mission Statement and Strategic Plan

Mission Statement

The Norman Firehouse Art Center enriches our community by offering the highest quality visual arts education, experiences, and exhibitions.

Strategic Plan

Please refer to the attachment “Strategic Plan outline-priorities 2022” to view our strategic Plan.

2. Current Board of Directors, Staff, and Faculty

BOARD MEMBERS

President: Fred Schmidt
Vice President: Anthony Cricchio
Secretary: Kendall Hurley
Treasurer: Jordan Stringer
 Richard McKown
 Tina Ikpa

STAFF

Executive Director/Curator: Andy Couch
Operations Coordinator: Briana Fewell
Programs Coordinator: Dr. Nikki Krumwiede
Artist Coordinator: Casey Gilman
Contract Accountant: Susan Barnes

The Executive Director/Curator, Board President, Board Treasurer can authorize expenditures. The Executive Director/Curator, and Operations Coordinator work with our Contract Accountant to maintain books and records.

Please refer to the attachment “2023 FAC Board List” to view our Board list.

FACULTY

Jewelry: Elyse Bogart
Glass: Chris Burnett
Drawing: Andrea Duran-Cason
Drawing/Painting: Pamela Bradford
Painting: Thomas Stotts
Embroidery: Darci Lenker
Printmaking: Jenna Bryan
Printmaking: Eric Piper
Ceramics: Casey Gilman
Ceramics: Tim Sullivan

Sculpture: Claire Holloway

Veterans Program: Christian Dixon

Mixed Media/Children's Instructor: Lacy Jo Burgess-Cady

Children's Instructor: Jane Lawson

Children's Instructor: Baylee Tasse

Children's Instructor: Jalyn Summers

Children's Instructor: Christopher Netty

3. Narrative of Annual Activities

Overview of Activities for FY 2021 – 2022

The Firehouse Art Center (Firehouse) is a non-profit 501(c)(3) corporation located at 444 South Flood Avenue, Norman, Oklahoma. Founded in 1970 as a community arts center, the Firehouse operates out of a city-owned building which previously served as a fire station. It currently houses professional visual arts studios and classrooms that provide children, youth, teen, and adult visual arts education programs, as well as a gallery space for exhibitions and a permanent gift shop. The Firehouse offers in-house visual arts classes and workshops to hundreds of children, youth, teens, and adults, as well as individuals with disabilities, through quarterly class semesters. These classes and workshops are offered in a variety of mediums and developed for a wide range of artistic aptitudes and skill levels. In addition to in-house programs, the Firehouse partners with area organizations to reach thousands of individuals in Norman and the OKC metro-area each year with art engagements and activities.

The Firehouse, along with granting partners the Oklahoma Arts Council, the Norman Arts Council, and Allied Arts, continues to build a cultural infrastructure to strengthen the arts in Norman and its surrounding communities. By offering equal access to educational, high-quality visual art opportunities for everyone, regardless of their socioeconomic background, the Firehouse is laying the groundwork for generations of individuals with the knowledge, appreciation, and personal investment in the arts to become advocates for the future of the arts in the state of Oklahoma.

Arts Education

The Firehouse offers in-house visual arts classes and workshops to hundreds of individuals each year. These classes are offered in a variety of mediums and developed for a wide range of artistic aptitudes and skill levels. The Firehouse's children's programming follows our *Creating with the Masters* curriculum and *Oklahoma Academic Standards for Fine Arts* guidelines. Children's classes are offered for ages 5-14 through our Art After School Program during the Winter, Spring, and Fall semesters and our Children's Summer Art Program during the Summer semester.



The Youth Program is designed to supplement the visual arts education available in Norman and area middle and high schools. These advanced classes and workshops focus on increasing technical study for ages 10 to 18 and encourage creativity and self-expression while setting high expectations for the development of technical visual arts skills.

Healing Studio, an open studio environment for adults with varying degrees of cognitive, physical, and learning disabilities, is held at the Firehouse in 32 weekly sessions. Participants are introduced to visual arts principles and materials, art history, and methods of expression in a supportive environment.



Community Outreach Programming

In an effort to reach more underserved populations and engage more people with the visual arts, the Firehouse developed partnerships with Norman and metro area community organizations to facilitate free art activities at events and festivals. These events include the City of Norman Parks and Recreation's Outdoor Movie Series, the National Weather Festival, The Science Museum's Tinkerfest, and more. These events attract children and adults from a wide geographic base, encompassing an even

broader area than that of participants in our in-house classes. The scope and range of programming implemented by the Firehouse is designed to ensure all individuals, regardless of age or socioeconomic status, are able to participate and engage with visual art.



The Firehouse Gallery and Gift Shop are free to the public, promote visual arts awareness and community involvement, and provide visual arts exhibitions and opportunities that support local artists. The Firehouse's gift shop is unique to Norman, as 90% of the artists represented are Oklahoma-based and all items in the gift shop are high quality, original fine arts and craft pieces. Built in 1983, the gallery offers free educational art exhibitions to the public and promotes artwork from emerging, established, local, and out-of-state artists.

4. Financial Information and Budget

Please refer to the attachment "FY 21-22 Statement of Financial Position" to view our financial information.

Please refer to the attachment "Revised Budget 1.14.23" to view our budget.

5. Breakdown of Revenues

Please refer to the attachment "05. Breakdown of Revenues by Category" to view our other sources of income.

6. How Past Funding was Used

Please refer to the attachment "2 Year PL" to view how past funding was used. Please request additional reports if more information is needed on how past funding was used.

7. Financial Statements and Tax Statements for the Past Year

Please refer to the attachment “FY 21-22 Statement Activity” to view our financial statements for the past year.

Please refer to the attachment “2021 FORM 990 - Firehouse Art Center” to view our tax statements for the past year.

8. Charges and Fees for Services Provided

Children’s Classes

- **Art After School:**
\$105.00 for 8 weeks/10 hours of visual arts education
- **Children’s Summer Art Program:**
\$105.00 for 1 week/10 hours of visual arts education
OR
\$210.00 for 2 weeks/20 hours of visual arts education
- **Youth and Teen Program:**
\$176.00 for 8 weeks/16 hours of arts education

Adult Classes

- **Drawing:** \$176.00 for 8 weeks/16 hours of lessons
- **Painting:** \$176.00 for 8 weeks/16 hours of lessons
- **Jewelry:** \$228.00 for 8 week/24 hours of lessons
- **Glass:** \$176.00 for 8 week/16 hours of lessons

Classes may have additional material and/or technical fees.

Workshops

The Firehouse sometimes offers seasonal workshops on a quarterly basis; these workshops give new and returning students a taste of the mediums and techniques offered in the longer semesters. Prices for these workshops vary depending on their length and medium.

Adults with Disabilities

Healing Studio is free to participants through scholarships valued at \$30 per weekly, two-hour session. The Firehouse provides up to 12 scholarships a week to individuals with varying degrees of cognitive, physical, and learning disabilities through the Healing Studio program. The weekly sessions provide a supportive, low stress environment for students to experiment with their own creative process.

Scholarships

- 21 scholarships were awarded to children and teens for 10 hours of visual arts classes.
 - Executive Director determines eligibility of each applicant.
 - **Art Stars scholarships** are awarded based on artistic aptitude.
 - **Needs-based scholarships** are offered upon request to students with free and reduced lunch qualification.
- 118 weekly Healing Studio scholarships were awarded to adults for 2-hour sessions.

9. Number of Participants

Age of Participants

- Children's Classes: 5-14
- Teen Classes: 13-18
- Adult Classes: 17 and up

Summary of Participants for FY 21-22

PROGRAMS	ATTENDANCE
Gallery and Giftshop	507
Community Events	1,285
Community Arts Programming	1,792 total attendees
Children's Art Classes	282
Teen Classes	24
Adult Classes	325
Healing Studio	118
Arts Learning in the Community	749 total students
<hr/>	
2,541 TOTAL PARTICIPANTS	



Strategic Plan

Outline Summary

From
Board of Directors Meeting
November 6, 2022



Firehouse Vision

Enhancing our community through the visual arts

Firehouse Mission

The Norman Firehouse Art Center enriches our community by offering the highest quality visual arts education, experiences, and exhibitions.

Prioritized Objectives are in Bold

1. Goal 1: Annual Funding

Develop an approach to annual funding that creates income from every current and potential new funding source to exceed a balanced annual budget for Firehouse programs and operations.

a. Objective 1 Identify all the areas of established and potential income

- i. Strategy 1: Maintain relationships and excellence in grant writing quality with existing granting organization.
- ii. Strategy 2: Develop relationships with new foundations and explore additional local/regional grant opportunities.
- iii. Strategy 3: Create lucrative partnerships that serve the Firehouse mission and grow our audiences.

b. Objective 2 Increase memberships and upgrade membership levels

- i. Strategy 1: Establish a required membership recruitment goal for each board member to achieve.
- ii. Strategy 2: Research other non-profit membership levels and offerings to upgrade levels of membership.
- iii. Strategy 3: Write a dedicated plan with achievable outcomes and incentives to increase membership through marketing opportunities.

c. Objective 3 Increase the number of Corporate Sponsors/Donors

- i. Strategy 1: Assess our current impact and cost related to programs and offerings that need sponsorship to underwrite the cost.
- ii. Strategy 2: Identify creative sponsorship opportunities that will entice potential donors.

- iii. Strategy 3: Plan new offerings that will give corporate representation in building and marketing incentives through programming.
- d. Objective 4 Increase class enrollment to achieve profitable course offerings
 - i. Strategy 1: Recruit new faculty to develop relevant offerings that will attract broader audiences.
 - ii. Strategy 2: Expand our offerings beyond our current enrollment schedule and model.
 - iii. Strategy 3: Learn from other art organizations about future curriculum and offerings that are in high demand and are rising in popularity.
- e. Objective 5 Identify and Plan fundraising events to support programs
 - i. Strategy 1: Develop signature fundraising event that includes the following:
 - a. Art Auction
 - b. Annual Dinner
 - c. Award Ceremony
 - d. In-kind support from major partners
 - ii. Strategy 2: Create new partnerships with specific non-profits and develop joint fundraising events, and new programs. Become relevant to other non-profit audiences, become relevant to new donors.
 - iii. Strategy 3: Hold fundraising events that allow participants and students to be involved to facilitate participation with a current or an existing audience. i.e., Winter Chili Bowl with bowls made from Firehouse classes.
- f. Objective 6 Pursue new and grow existing endowments
 - i. Strategy 1: Established a Planned Giving procedure to gain funds from future estates and existing individual donor estates.
 - ii. Strategy 2: Provide opportunities for existing individual endowment donors to engage with the organization in order to maintain and grow relationships.
 - iii. Strategy 3: Development endowments to fund major annual expenses.
- g. Objective 8 Other revenues; Giftshop, City of Norman, Experiences
 - i. Strategy 1: Continue to develop relationship with the City of Norman

- ii. Strategy 2: Assess the revenue made in the gift shop. Make changes to consignment artists and wholesale offerings to increase revenue and make better use of space.
- iii. Strategy 3: Develop revenue generating experiences that utilize our unique network of relations. i.e. Travel Programs

2. Goal 2: Firehouse Board of Directors Recruitment/Learning/Engagement

Strengthen and increase board effectiveness through growing the size and diversity, educating members on Firehouse and non-profit operations and developing a culture of involvement.

- a. Objective 1 Board Member Recruitment/Retention; the board needs to grow in size and retain the members it has.
 - i. Strategy 1: Assess current board strengths, diversity and size
 - Tactic 1; have current board members identify their respective strengths and diversity
 - Action 1; utilize current matrix and have board members fill out Collect information for upcoming board meeting (TBD)
 - Action 2; summarize collective board strengths/diversity in a single matrix
 - Summarize information for upcoming board meeting (TBD)
 - Tactic 2; Identify desired board strengths, areas of diversity and size
 - Action 1; have the board collectively discuss and develop a consensus on strengths, diversity and size
 - Have discussions at upcoming board meeting (TBD)
 - ii. Strategy 2: Solicit Candidates; actively seek out candidates, make contact and explore their interest
 - Tactic 1; Create a board member position document for use in soliciting candidates (sim. to position open, taking applications for, emphasize strengths)
 - Tactic 2; identify sources of where to find candidates; community organizations, leadership programs, personal contact lists and networks
 - Tactic 3; from sources identified, identify potential candidates that can help achieve the desired list of strengths, diversity and size from a.i.T2.A1.
 - iii. Strategy 3: Active Solicitation
 - Tactic 1; Review protocol for new member solicitation
 - A1; Review at upcoming board meeting (TBD)
 - Tactic 2; Pair sponsor/mentors and candidates
 - Tactic 3; Approach potential candidates in informal setting
 - Tactic 4; Candidate interviews; Exec, Dir, Board Pres., Sponsor
 - Tactic 5; Board Approval

- iv. Strategy 4: Board Member Retention
 - Tactic 1; Mentoring Program
 - Tactic 2; Board communication
 - b. Objective 2 Knowledge Development; work towards an informed and knowledgeable board regarding understanding of non-profits and Firehouse operations
 - i. Strategy 1: Identify important areas of board knowledge
 - ii. Strategy 2: Develop a path for learning
 - iii. Strategy 3: Conduct educational learning lessons
 - iv. Strategy 4: Develop an understanding of board responsibilities
 - c. Objective 3 Board Engagement; create a culture of engagement and accountability
 - i. Strategy 1: Identify those areas of opportunity for engagement
 - ii. Strategy 2: Define the Firehouse culture
 - iii. Strategy 3: Expand requirements and commitments
- 3. Goal 3: Relevancy

Plan a unique series of community programs, and events that will provide an opportunity to reintroduce the Firehouse brand and legacy and set the stage for the future partnerships. By developing new community-based partnerships, the Firehouse will grow by providing relevant experiences for communities of interest and new audiences.

 - a. Objective 1 Define what is relevant and irrelevant in our community
 - i. Strategy 1: Survey current faculty, staff, students, and community to understand the overall opinion.
 - ii. Strategy 2: Assess attendance from current and previous programs, events, and classes.
 - iii. Strategy 3: Collect data from other community events and programs to determine what is relevant.
 - b. Objective 2 Identify Communities of Interests

- i. Strategy 1: Plan potential partnerships with cultural groups that share our commitment to education, DEI culture, and health and wellness.
 - ii. Strategy 2: Observing other arts organizations and their relevant partnerships.
 - iii. Strategy 3: Appealing to multiple new or previous audiences. i.e., potters, pet owners, park enthusiasts, etc.
- c. Objective 3 Establish Firehouse Values
 - i. Strategy 1: Determine values through focus groups comprised of faculty, staff, board, and community members.
 - ii. Strategy 2: Create opportunities to develop shared values with our current and future audiences.
 - iii. Strategy 3: Growing our future audiences through our values and new partnerships.



October 2022
FIREHOUSE ART CENTER
BOARD OF DIRECTORS AND STAFF
 normanfirehouse.com

DIRECTORS

President: Fred Schmidt – (c) 405-990-5922 /(w) 405-842-9556 ext. 225 – 2304 Regis Court, Norman, OK 73071 – (w) fschmidt@fsb-ae.com (Principal, FSB Architects & Engineers) (1st Term Start: December 2017)

Vice President: Anthony Cricchio – (w) 405-325-2444 – (c) 817-881-6398 – 3840 Ives Way Norman, OK 73072 – (w) anthony.cricchio@ou.edu (Associate Professor of Architecture, University of Oklahoma) (1st Term Start: June 2020)

Secretary: Kendall Hurley – (c) 405-401-9987 - 4030 Carrington Lane, Norman, OK 73072 – kendall.stuhr@gmail.com (Nurse Anesthetist - Norman Anesthesia Providers) (1st Term Start: May 2020)

Treasurer: Jordan Stringer – (w) 405-515-7805 – (c) 405-308-1587 – 311 Glen Drive, Yukon, OK 73099 – (w) Jordan.stringer@firsunitedbank.com, (p) stringerjordan@hotmail.com – (Commercial Loan & Client Relationship Assistant – First United Bank) (1st Term Start: August 2022)

Tina Ikpa – (c) 405-250-1146 -Summit Crossing Parkway, Norman, OK 73071 – tina.ikpa@gmail.com- (Attorney – Public Institution) (1st Term Start: October 2020)

Richard McKown – (c) 405-637-8742 – 4409 Cannon Drive, Norman, OK 73072 – mckownrichard@mac.com – (Real Estate Developer – SSLM Development LLC) (1st Term Start: October 2022)

Norman Firehouse Art Center, Inc.

Item 3.

Statement of Activity September 2021 - August 2022

	TOTAL
Revenue	
4000 Contributions	
4002 Business/Corp./Fdns/Sponsors	49.50
4003 Individuals	2,949.96
4004 Other Contributions	262.00
Total 4000 Contributions	3,261.46
4100 Investment Income	
4110 Endowment Income	10,467.55
Total 4100 Investment Income	10,467.55
4200 Support	
4201 City	60,000.00
4202 State Oklahoma Arts Council	41,825.00
4204 Norman Arts Council	21,625.00
4206 Allied Arts-Allocation	17,872.04
4208 Allied Arts-Grants	14,000.00
4210 CARES Support	37,365.00
Total 4200 Support	192,687.04
4300 Memberships	
4302 General Public Members	8,150.00
4303 Board Members	1,950.00
Total 4300 Memberships	10,100.00
4400 Classes	
4401 Materials Income	8,764.49
4403 Tuition	96,109.00
4404 Cancellation Refunds	-6,963.50
Total 4400 Classes	97,909.99
4500 Sales	
4503 Gift Shop Sales	16,921.71
Total 4500 Sales	16,921.71
4800 Other Revenues	
4801 Interest Income	2,173.09
4809 Unrealized Gain/Loss on Invest	-22,437.19
Total 4800 Other Revenues	-20,264.10
4850 In-Kind Revenues	77,300.00
Total Revenue	\$388,383.65
GROSS PROFIT	\$388,383.65
Expenditures	
5000 Salary Wages	149,612.45

Norman Firehouse Art Center, Inc.

Item 3.

Statement of Activity September 2021 - August 2022

	TOTAL
5100 Payroll Expenses	
5101 Benefits and Vacation	8,893.83
5102 Taxes	11,686.03
Total 5100 Payroll Expenses	20,579.86
5300 Professional Services	
5301 Accounting	25,051.05
5303 Design	2,703.01
5305 Artist Commission	10,402.24
5306 Instructor Fees	32,025.00
5308 Other Professional Fees	2,579.55
5309 Programming Assistants	3,560.00
5310 Misc. Services	931.78
Total 5300 Professional Services	77,252.63
5350 Travel	
5351 Business Meals	96.27
5352 Room & Board	468.22
5353 Transportation	6,576.75
5354 Conferences	129.00
Total 5350 Travel	7,270.24
5400 Supplies	
5401 Art Materials	5,592.98
5404 Office Supplies	1,034.00
5416 Health & Safety	153.09
Total 5400 Supplies	6,780.07
5450 Postage	631.88
5500 Occupancy Expenses	
5501 Janitorial	5,751.23
5502 Copier	394.03
5503 Repairs and Maintenance	2,913.18
5505 Telephone/Internet	3,909.28
5506 Security System	802.60
5507 Rent	1,402.31
5508 OG&E	2,131.18
5509 ONG	754.88
5510 Utilities	1,175.69
Total 5500 Occupancy Expenses	19,234.38
5600 Membership Discounts-Tuition	1,719.99
5601 Member Discount-Gift/Gallery	266.78
5630 Other Discounts	10.52
5900 Printing	51.53
6000 Advertising	2,889.23

Norman Firehouse Art Center, Inc.

Item 3.

Statement of Activity September 2021 - August 2022

	TOTAL
6001 Marketing	2,437.64
6010 Awards and Gifts	93.86
6015 Entertainment/Recruiting	740.95
6017 Entertainment/Food	1,312.89
6021 Credit Card Fees	4,439.51
6030 Insurance	
6032 Liability	9,578.74
6033 Workers' Compensation	1,382.65
Total 6030 Insurance	10,961.39
6200 Special Events Expense	100.00
6210 Dues and Subscriptions	699.00
6220 Equipment Acquisition	736.92
6230 Technology	
6231 Computer Equipment	655.71
6232 Website & Software Expenses	4,680.76
6233 Digital Cameras & Misc Equip	1,142.68
Total 6230 Technology	6,479.15
6500 Depreciation	5,697.18
6660 In-Kind Expenses	77,300.00
Total Expenditures	\$397,298.05
NET OPERATING REVENUE	\$ -8,914.40
NET REVENUE	\$ -8,914.40

05. Breakdown of Revenues by Category

Grants & Contributions

Indiv/Corp Donations

Investment Income

Other Revenues

Grants/Government Support

In-Kind Donations

Total Grants & Contributions

Charged Services Funding

Membership Dues

Class Tuition & Material Fees

Gallery & Gift Shop Sales

Total Charged Services Funding

Total Income End of Fiscal Year

FY 21/22	% of Revenue
3,262.00	0.84%
10,468.00	2.70%
(20,265.00)	-5.22%
192,688.00	49.61%
77,300.00	19.90%
263,453.00	67.83%
10,100.00	2.60%
97,910.00	25.21%
16,922.00	4.36%
124,932.00	32.17%
388,385.00	100.00%

Norman Firehouse Art Center, Inc.

Item 3.

Profit and Loss September 2020 - August 2022

	SEP 2020 - AUG 2021	SEP 2021 - AUG 2022	TOTAL
Revenue			
4000 Contributions			\$0.00
4002 Business/Corp./Fdns/Sponsors	8,056.39	49.50	\$8,105.89
4003 Individuals	4,293.80	2,949.96	\$7,243.76
4004 Other Contributions	8.97	262.00	\$270.97
Total 4000 Contributions	12,359.16	3,261.46	\$15,620.62
4100 Investment Income			\$0.00
4110 Endowment Income	10,025.52	10,467.55	\$20,493.07
Total 4100 Investment Income	10,025.52	10,467.55	\$20,493.07
4200 Support			\$0.00
4201 City	60,000.00	60,000.00	\$120,000.00
4202 State Oklahoma Arts Council	37,954.90	41,825.00	\$79,779.90
4203 National	3,585.00		\$3,585.00
4204 Norman Arts Council	26,733.00	21,625.00	\$48,358.00
4206 Allied Arts-Allocation	17,190.00	17,872.04	\$35,062.04
4208 Allied Arts-Grants	8,000.00	14,000.00	\$22,000.00
4209 Other Support	12,500.00		\$12,500.00
4210 CARES Support	95,553.70	37,365.00	\$132,918.70
Total 4200 Support	261,516.60	192,687.04	\$454,203.64
4300 Memberships			\$0.00
4302 General Public Members	11,350.00	8,150.00	\$19,500.00
4303 Board Members	250.00	1,950.00	\$2,200.00
Total 4300 Memberships	11,600.00	10,100.00	\$21,700.00
4400 Classes			\$0.00
4401 Materials Income	5,247.50	8,764.49	\$14,011.99
4403 Tuition	57,901.04	96,109.00	\$154,010.04
4404 Cancellation Refunds	-6,255.00	-6,963.50	\$ -13,218.50
Total 4400 Classes	56,893.54	97,909.99	\$154,803.53
4500 Sales			\$0.00
4503 Gift Shop Sales	16,024.91	16,921.71	\$32,946.62
Total 4500 Sales	16,024.91	16,921.71	\$32,946.62
4800 Other Revenues			\$0.00
4801 Interest Income	2,046.88	2,173.09	\$4,219.97
4804 Loss or Gain on Sale of Assets	-30,593.00		\$ -30,593.00
4809 Unrealized Gain/Loss on Invest	21,695.68	-22,437.19	\$ -741.51
Total 4800 Other Revenues	-6,850.44	-20,264.10	\$ -27,114.54
4850 In-Kind Revenues	77,300.00	77,300.00	\$154,600.00
Total Revenue	\$438,869.29	\$388,383.65	\$827,252.94
GROSS PROFIT	\$438,869.29	\$388,383.65	\$827,252.94

Norman Firehouse Art Center, Inc.

Item 3.

Profit and Loss September 2020 - August 2022

	SEP 2020 - AUG 2021	SEP 2021 - AUG 2022	TOTAL
Expenditures			
5000 Salary Wages	141,506.79	149,612.45	\$291,119.24
5100 Payroll Expenses			\$0.00
5101 Benefits and Vacation	6,339.24	8,893.83	\$15,233.07
5102 Taxes	11,047.14	11,686.03	\$22,733.17
Total 5100 Payroll Expenses	17,386.38	20,579.86	\$37,966.24
5300 Professional Services			\$0.00
5301 Accounting	22,181.00	25,051.05	\$47,232.05
5303 Design	4,720.00	2,703.01	\$7,423.01
5305 Artist Commission	10,145.38	10,402.24	\$20,547.62
5306 Instructor Fees	20,180.00	32,025.00	\$52,205.00
5308 Other Professional Fees	4,540.76	2,579.55	\$7,120.31
5309 Programming Assistants	6,075.07	3,560.00	\$9,635.07
5310 Misc. Services	834.50	931.78	\$1,766.28
Total 5300 Professional Services	68,676.71	77,252.63	\$145,929.34
5350 Travel			\$0.00
5351 Business Meals		96.27	\$96.27
5352 Room & Board		468.22	\$468.22
5353 Transportation		6,576.75	\$6,576.75
5354 Conferences		129.00	\$129.00
Total 5350 Travel		7,270.24	\$7,270.24
5400 Supplies			\$0.00
5401 Art Materials	5,498.35	5,592.98	\$11,091.33
5404 Office Supplies	1,418.66	1,034.00	\$2,452.66
5416 Health & Safety	411.89	153.09	\$564.98
Total 5400 Supplies	7,328.90	6,780.07	\$14,108.97
5450 Postage	346.29	631.88	\$978.17
5500 Occupancy Expenses			\$0.00
5501 Janitorial	5,612.39	5,751.23	\$11,363.62
5502 Copier	438.97	394.03	\$833.00
5503 Repairs and Maintenance	7,413.19	2,913.18	\$10,326.37
5505 Telephone/Internet	3,759.00	3,909.28	\$7,668.28
5506 Security System	802.60	802.60	\$1,605.20
5507 Rent	1,655.18	1,402.31	\$3,057.49
5508 OG&E	1,365.15	2,131.18	\$3,496.33
5509 ONG	601.43	754.88	\$1,356.31
5510 Utilities	411.14	1,175.69	\$1,586.83
Total 5500 Occupancy Expenses	22,059.05	19,234.38	\$41,293.43
5600 Membership Discounts-Tuition	1,088.00	1,719.99	\$2,807.99
5601 Member Discount-Gift/Gallery	572.72	266.78	\$839.50
5630 Other Discounts	1.05	10.52	\$11.57

Norman Firehouse Art Center, Inc.

Item 3.

Profit and Loss September 2020 - August 2022

	SEP 2020 - AUG 2021	SEP 2021 - AUG 2022	TOTAL
5900 Printing	2,778.95	51.53	\$2,830.48
6000 Advertising	7,313.79	2,889.23	\$10,203.02
6001 Marketing	3,394.84	2,437.64	\$5,832.48
6010 Awards and Gifts	86.04	93.86	\$179.90
6015 Entertainment/Recruiting	583.85	740.95	\$1,324.80
6017 Entertainment/Food	3,202.24	1,312.89	\$4,515.13
6021 Credit Card Fees	2,873.05	4,439.51	\$7,312.56
6030 Insurance			\$0.00
6032 Liability	10,973.76	9,578.74	\$20,552.50
6033 Workers' Compensation	1,689.73	1,382.65	\$3,072.38
Total 6030 Insurance	12,663.49	10,961.39	\$23,624.88
6150 City/Chamber Events	150.00	0.00	\$150.00
6200 Special Events Expense	280.00	100.00	\$380.00
6210 Dues and Subscriptions	352.60	699.00	\$1,051.60
6220 Equipment Acquisition		736.92	\$736.92
6230 Technology			\$0.00
6231 Computer Equipment	368.33	655.71	\$1,024.04
6232 Website & Software Expenses	5,921.26	4,680.76	\$10,602.02
6233 Digital Cameras & Misc Equip	545.58	1,142.68	\$1,688.26
Total 6230 Technology	6,835.17	6,479.15	\$13,314.32
6500 Depreciation	8,370.73	5,697.18	\$14,067.91
6660 In-Kind Expenses	77,300.00	77,300.00	\$154,600.00
6700 Miscellaneous Expense	44.84		\$44.84
Total Expenditures	\$385,195.48	\$397,298.05	\$782,493.53
NET OPERATING REVENUE	\$53,673.81	\$ -8,914.40	\$44,759.41
NET REVENUE	\$53,673.81	\$ -8,914.40	\$44,759.41

Norman Firehouse Art Center, Inc.

Item 3.

Statement of Financial Position

As of August 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Armstrong Bank	323,340.71
1001 Arvest Bank Money Market Acct.	20,480.42
1003 PayPal	252.25
1005 First United Acct	106,277.25
1010 Valliance Money Market Acct	20,240.50
1250 Petty Cash Fund	150.00
Total Bank Accounts	\$470,741.13
Accounts Receivable	
1200 Accounts Receivable	8,195.00
Total Accounts Receivable	\$8,195.00
Other Current Assets	
1225 Prepaid Insurance & Other Items	2,465.59
Total Other Current Assets	\$2,465.59
Total Current Assets	\$481,401.72
Fixed Assets	
1305 Other Property and Equipment	38,319.98
1310 Leasehold Improvements	14,201.63
1315 Memorial Gardens	19,150.21
1350 Accumulated Depreciation	-45,884.48
Total Fixed Assets	\$25,787.34
Other Assets	
1400 Investments	0.00
1410 FAC Liability # 323	121,386.68
1445 Madole Arts Education Liability Fund #1231	10,278.36
Total 1400 Investments	131,665.04
Total Other Assets	\$131,665.04
TOTAL ASSETS	\$638,854.10

Norman Firehouse Art Center, Inc.

Item 3.

Statement of Financial Position

As of August 31, 2022

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2005 VISA Corporate Card	692.39
Total Credit Cards	\$692.39
Other Current Liabilities	
2110 Accrued Artists Commissions	97.18
2120 Deferred Tuition & Other	16,671.00
2195 Certificates-Gift	750.00
2200 Sales Tax Payable	0.00
OTC Payable	13.79
Total 2200 Sales Tax Payable	13.79
Total Other Current Liabilities	\$17,531.97
Total Current Liabilities	\$18,224.36
Total Liabilities	\$18,224.36
Equity	
3900 Net Assets Without Donor Restriction	604,544.14
3901 Net Assets with Donor Restriction	25,000.00
Net Revenue	-8,914.40
Total Equity	\$620,629.74
TOTAL LIABILITIES AND EQUITY	\$638,854.10



Gray, Blodgett & Company, PLLC

CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS ADVISORS

629 24TH AVE SW
NORMAN, OKLAHOMA 73069
(405) 360-5533 FAX (405) 364-3771

TED BLODGETT, CPA/ABV, CVA, JD
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ROSS H. ROYE, CPA
SAM BLODGETT, CPA
CYNTHIA K. BYARS, CPA
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BREE MONTOYA, CPA/ABV, CVA
RHONDA E. RAY, CPA
BRIAN C. WILKINS, CPA
TIM WILSON, CPA
JASON D. WINTERS, CPA

Item 3.

January 27, 2023

Andy Taylor Couch
Firehouse Art Center, Inc.
444 S. Flood
Norman, OK 73069

Dear Andy:

Enclosed are the original and one copy of your income tax returns for the period ended August 31, 2022 for Firehouse Art Center, Inc. as follows:

2021 8879-EO – IRS E-File Signature Authorization
2021 990 - Return of Organization Exempt from Income Tax
2021 512-E - Oklahoma Return of Organization Exempt from Income Tax

Each original should be dated, signed and filed in accordance with the filing instructions. The copy should be retained for your files.

Filing instructions:

Form 8879-EO – IRS E-File Signature Authorization Form

The original form should be signed (use full name) and dated by an authorized officer of the organization. Return the signed Form 8879-EO to Gray, Blodgett and Company, PLLC as soon as possible. No payment of tax is required.

This form serves as a replacement for your signature that would be affixed to Form 990 if you paper filed your return; **please do not separately file Form 990 with the Internal Revenue Service.** Doing so will delay the processing of your return.

We must receive your signed form before we can electronically transmit your return, which is due on July 17, 2023. We would appreciate your returning this form as soon as possible as this will expedite the processing of your return. The Internal Revenue Service will notify us when your return is accepted. Your return is not considered filed until the Internal Revenue Service confirms their acceptance, which may occur after the due date of the return.



Gray, Blodgett & Company, PLLC

CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS ADVISORS

629 24TH AVE SW
NORMAN, OKLAHOMA 73069
(405) 360-5533 FAX (405) 364-3771

House Art Center, Inc.

January 27, 2023

Page Two

TED BLODGETT, CPA/ABV, CVA, JD
C. JANESE SHEPARD,
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JASON D. WINTERS, CPA

Item 3.

Form 512-E – Oklahoma Return of Organization Exempt from Income Tax

The original return should be signed (using full name and title) and dated on page one by an authorized officer of the organization. No payment of tax is required.

The signed return should be mailed on or before July 17, 2023 to:

Oklahoma Tax Commission
P.O. Box 26800
Oklahoma City, OK 73126-0800

We recommend that you obtain and preserve proof of timely filing by use of Certified Mail with postmarked receipts. As you know, the returns were prepared from information made available without audit or verification; accordingly, we suggest that you carefully review the returns and we will be pleased to answer any questions you may have concerning the preparation.

GRAY, BLODGETT & COMPANY, PLLC
Certified Public Accountants

Form **8879-TE****IRS e-file Signature Authorization
for a Tax Exempt Entity**

OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service
Name of filerFor calendar year 2021, or fiscal year beginning 9/01, 2021, and ending 8/31, 20 22.▶ **Do not send to the IRS. Keep for your records.**
▶ **Go to www.irs.gov/Form8879TE for the latest information.****2021**

EIN or SSN

NORMAN FIREHOUSE ART CENTER, INC.**23-7112097**Name and title of officer or person subject to tax **ANDY TAYLOR COUCH**
EXECUTIVE DIRECTOR**Part I Type of Return and Return Information**

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a Form 990 check here	▶ <input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	333,521
2a Form 990-EZ check here	▶ <input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b	
3a Form 1120-POL check here	▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a Form 990-PF check here	▶ <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a Form 8868 check here	▶ <input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b	
6a Form 990-T check here	▶ <input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b	
7a Form 4720 check here	▶ <input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b	
8a Form 5227 check here	▶ <input type="checkbox"/>	b FMV of assets at end of tax year (Form 5227, Item D)	8b	
9a Form 5330 check here	▶ <input type="checkbox"/>	b Tax due (Form 5330, Part II, line 19)	9b	
10a Form 8038-CP check here	▶ <input type="checkbox"/>	b Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b	

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☒ I am an officer of the above entity or ☐ I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2021 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☒ I authorize **GRAY, BLODGETT & COMPANY, PLLC** to enter my PIN **13925** as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the tax year 2021 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2021 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶

Date ▶

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

73783573069

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2021 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ **C JANESE SHEPARD**

Date ▶

ERO Must Retain This Form — See Instructions**Do Not Submit This Form to the IRS Unless Requested To Do So**

For Privacy Act and Paperwork Reduction Act Notice, see back of form.
DAA

Form **8879-TE** (2021)

Form **990****Return of Organization Exempt From Income Tax**
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

2021**Open to Public Inspection**Department of the Treasury
Internal Revenue Service▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.**A For the 2021 calendar year, or tax year beginning 09/01/21, and ending 08/31/22****B** Check if applicable:

- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization**NORMAN FIREHOUSE ART CENTER, INC.**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address)

444 SOUTH FLOOD

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

NORMAN**OK 73069****D** Employer identification number**23-7112097****E** Telephone number**405-329-4523****G** Gross receipts\$**333,521****F** Name and address of principal officer:**ANDY TAYLOR COUCH****444 SOUTH FLOOD****NORMAN****OK 73069****H(a)** Is this a group return for subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. See instructions

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: ▶ **WWW.NORMANFIREHOUSE.COM****H(c)** Group exemption number ▶**K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶**L** Year of formation: **1971****M** State of legal domicile: **OK****Part I Summary**

Activities & Governance	1 Briefly describe the organization's mission or most significant activities:	SEE SCHEDULE O	
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	7
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	7
	5 Total number of individuals employed in calendar year 2021 (Part V, line 2a)	5	11
	6 Total number of volunteers (estimate if necessary)	6	18
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0	
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	273,926	195,948
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	84,469	124,932
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	-18,520	12,641
	12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	339,875	333,521
	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)		0
Expenses	14 Benefits paid to or for members (Part IX, column (A), line 4)		0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	158,894	170,193
	16a Professional fundraising fees (Part IX, column (A), line 11e)		0
	b Total fundraising expenses (Part IX, column (D), line 25) ▶	0	
	17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	149,004	149,806
	18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	307,898	319,999
Net Assets or Fund Balances	19 Revenue less expenses. Subtract line 18 from line 12	31,977	13,522
	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	686,373	638,853
	22 Net assets or fund balances. Subtract line 21 from line 20	56,830	18,225
		629,543	620,628

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date			
	ANDY TAYLOR COUCH Type or print name and title	EXECUTIVE DIRECTOR			
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if PTIN self-employed	PTIN
	C JANESE SHEPARD	C JANESE SHEPARD			P00162034
	Firm's name ▶	GRAY, BLODGETT & COMPANY, PLLC		Firm's EIN ▶	73-1352810
	Firm's address ▶	629 24TH AVE SW NORMAN, OK 73069-3912		Phone no.	405-360-5533

May the IRS discuss this return with the preparer shown above? See instructions

☐ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

DAA

Form **990** (2021)

Form 990 (2021) **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **2****Part III Statement of Program Service Accomplishments**Check if Schedule O contains a response or note to any line in this Part III ☒**1** Briefly describe the organization's mission:**SEE SCHEDULE O****2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.**4a** (Code:) (Expenses \$ **71,221** including grants of\$) (Revenue \$ **39,975**)

THE FIREHOUSE PROVIDES VISUAL ARTS EDUCATION TO 306 CHILDREN IN-HOUSE THROUGH ITS ART AFTER SCHOOL AND CHILDREN'S SUMMER ART PROGRAMS. THESE CLASSES OPERATE UNDER THE FIREHOUSE'S "CREATING WITH THE MASTERS" CURRICULUM, WHICH INTRODUCES CHILDREN TO THE WORKS OF MASTER AND MODERN ARTISTS AND TEACHES STUDENTS ABOUT THE HISTORY OF ART, MUSEUMS, AND ART TECHNIQUES WHILE FULFILLING THE OKLAHOMA STANDARDS FOR FINE ARTS: VISUAL ARTS GUIDELINES. THE FIREHOUSE IS ALSO THE NUMBER ONE PROVIDER OF VISUAL ARTS EDUCATION IN NORMAN'S PUBLIC ELEMENTARY SCHOOLS.

4b (Code:) (Expenses \$ **87,918** including grants of\$) (Revenue \$ **68,035**)**SEE SCHEDULE O****4c** (Code:) (Expenses \$ **42,289** including grants of\$) (Revenue \$ **16,922**)**SEE SCHEDULE O****4d** Other program services (Describe on Schedule O.)

(Expenses \$ including grants of\$) (Revenue \$)

4e Total program service expenses ► **201,428**

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	1 <input checked="" type="checkbox"/>	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> (see instructions)?	2 <input checked="" type="checkbox"/>	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>	3	<input checked="" type="checkbox"/>
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>	4	<input checked="" type="checkbox"/>
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i>	5	<input checked="" type="checkbox"/>
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>	6	<input checked="" type="checkbox"/>
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>	7	<input checked="" type="checkbox"/>
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>	8	<input checked="" type="checkbox"/>
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>	9	<input checked="" type="checkbox"/>
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>	10 <input checked="" type="checkbox"/>	
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	11a <input checked="" type="checkbox"/>	
b Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>	11b	<input checked="" type="checkbox"/>
c Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>	11c	<input checked="" type="checkbox"/>
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	11d <input checked="" type="checkbox"/>	
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	11e	<input checked="" type="checkbox"/>
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	11f	<input checked="" type="checkbox"/>
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	12a	<input checked="" type="checkbox"/>
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>	12b	<input checked="" type="checkbox"/>
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	13	<input checked="" type="checkbox"/>
14a Did the organization maintain an office, employees, or agents outside of the United States?	14a	<input checked="" type="checkbox"/>
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>	14b	<input checked="" type="checkbox"/>
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>	15	<input checked="" type="checkbox"/>
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>	16	<input checked="" type="checkbox"/>
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I. See instructions</i>	17	<input checked="" type="checkbox"/>
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	18	<input checked="" type="checkbox"/>
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>	19	<input checked="" type="checkbox"/>
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>	20a	<input checked="" type="checkbox"/>
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b	
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	21	<input checked="" type="checkbox"/>

Form 990 (2021) **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **4****Part IV Checklist of Required Schedules (continued)**

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		X
24b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
24c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
24d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		X
25b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>		X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
28 Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
28a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>		X
28b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>		X
28c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
35b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		X
38 Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O.	X	

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable		
1b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable		
1c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	

Form 990 (2021) **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **5****Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)**

Yes No

2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	11			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. See instructions.	2b		X		
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a			X	
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b				
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a			X	
b	If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).					
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a			X	
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b			X	
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c				
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a			X	
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b				
7	Organizations that may receive deductible contributions under section 170(c).					
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a			X	
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b				
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c			X	
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d				
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e			X	
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f			X	
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g				
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h				
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8				
9	Sponsoring organizations maintaining donor advised funds.					
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a				
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b				
10	Section 501(c)(7) organizations. Enter:					
a	Initiation fees and capital contributions included on Part VIII, line 12	10a				
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b				
11	Section 501(c)(12) organizations. Enter:					
a	Gross income from members or shareholders	11a				
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b				
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a				
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b				
13	Section 501(c)(29) qualified nonprofit health insurance issuers.					
a	Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O.	13a				
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b				
c	Enter the amount of reserves on hand	13c				
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a			X	
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b				
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15			X	
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16			X	
17	Section 501(c)(21) organizations. Did the trust, any disqualified person, or mine operator engage in activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17				

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Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI ☒

Section A. Governing Body and Management

	1a	1b	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year	7			
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b Enter the number of voting members included on line 1a, above, who are independent		7		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?			2	X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?			3	X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?			4	X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?			5	X
6 Did the organization have members or stockholders?			6	X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?			7a	X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?			7b	X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a The governing body?			8a	X
b Each committee with authority to act on behalf of the governing body?			8b	X
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O.			9	X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Did the organization have local chapters, branches, or affiliates?		X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
b Describe on Schedule O the process, if any, used by the organization to review this Form 990.		
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done	X	
13 Did the organization have a written whistleblower policy?	X	
14 Did the organization have a written document retention and destruction policy?	X	
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official	X	
b Other officers or key employees of the organization		X
If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.		
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ► **OK**

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain on Schedule O)

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records ►

THE ORGANIZATION**444 SOUTH FLOOD****NORMAN****OK 73069****405-329-4523**

Form 990 (2021) **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **7****Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**Check if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations. See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) FRED SCHMIDT										
PRESIDENT	6.00 0.00	X		X				0	0	0
(2) ANTHONY CRICCHIO										
VICE PRESIDENT	4.00 0.00	X		X				0	0	0
(3) KENDALL HURLEY										
SECRETARY	4.00 0.00	X		X				0	0	0
(4) JORDAN STRINGER										
TREASURER	4.00 0.00	X		X				0	0	0
(5) TINA IKPA										
TRUSTEE	2.00 0.00	X						0	0	0
(6) CHELSEA HALCOMB										
TRUSTEE	2.00 0.00	X						0	0	0
(7) RICHARD MCKOWN										
TRUSTEE	2.00 0.00	X						0	0	0
(8) DOUGLAS SHAW ELDER										
EXECUTIVE DIRECTOR	50.00 0.00			X				75,869	0	7,523
(9) ANDY TAYLOR COUCH										
EXECUTIVE DIRECTOR	0.00 0.00			X				0	0	0
(10)										
(11)										

Form 990 (2021) **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **9****Part VIII Statement of Revenue**Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	139,190				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	56,758				
	g Noncash contributions included in lines 1a-1f	1g	\$				
	h Total. Add lines 1a-1f			195,948			
Program Service Revenue	2a CLASSES	Business Code	611600	97,910	97,910		
	b GIFT SHOP		611600	16,922	16,922		
	c MEMBERSHIP		611600	10,100	10,100		
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f			124,932			
	3 Investment income (including dividends, interest, and other similar amounts)			12,641			12,641
4 Income from investment of tax-exempt bond proceeds							
5 Royalties							
Other Revenue	6a Gross rents	(i) Real	(ii) Personal				
	b Less: rental expenses						
	c Rental inc. or (loss)						
	d Net rental income or (loss)						
	7a Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
	b Less: cost or other basis and sales exps.						
	c Gain or (loss)						
	d Net gain or (loss)						
	8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18						
	b Less: direct expenses						
	c Net income or (loss) from fundraising events						
	9a Gross income from gaming activities. See Part IV, line 19						
	b Less: direct expenses						
	c Net income or (loss) from gaming activities						
	10a Gross sales of inventory, less returns and allowances						
	b Less: cost of goods sold						
	c Net income or (loss) from sales of inventory						
	Miscellaneous Revenue	11a	Business Code				
b							
c							
d All other revenue							
e Total. Add lines 11a-11d							
12 Total revenue. See instructions				333,521	124,932	0	12,641

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Form 990 (2021) **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **10****Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

☒

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	83,392	42,581	40,811	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	73,744	38,741	35,003	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	1,371	496	875	
10 Payroll taxes	11,686	6,167	5,519	
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	25,052	14,340	10,712	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	52,202	50,574	1,628	
12 Advertising and promotion	5,325	3,533	1,792	
13 Office expenses	1,718	811	907	
14 Information technology	6,480	2,879	3,601	
15 Royalties				
16 Occupancy	19,235	15,899	3,336	
17 Travel	7,270	61	7,209	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	5,697	4,060	1,637	
23 Insurance	10,961	7,697	3,264	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a ART MATERIALS	5,594	5,594		
b CREDIT CARD FEES	4,439	4,287	152	
c MEMBERSHIP DISCOUNTS	1,997	1,997		
d ENTERTAINMENT/FOOD	1,312	692	620	
e All other expenses	2,524	1,019	1,505	
25 Total functional expenses. Add lines 1 through 24e	319,999	201,428	118,571	0
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Form 990 (2021) **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **11****Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest-bearing	61,550	1	20,798
	2 Savings and temporary cash investments	404,623	2	449,943
	3 Pledges and grants receivable, net	4,065	3	8,195
	4 Accounts receivable, net	40,055	4	
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	1,883	9	2,465
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 71,672		
	b Less: accumulated depreciation	10b 45,885	20,095	10c 25,787
	11 Investments—publicly traded securities		11	
	12 Investments—other securities. See Part IV, line 11		12	
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11	154,102	15	131,665
16 Total assets. Add lines 1 through 15 (must equal line 33)	686,373	16	638,853	
Liabilities	17 Accounts payable and accrued expenses	4,674	17	804
	18 Grants payable		18	
	19 Deferred revenue	14,791	19	17,421
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	37,365	25	
	26 Total liabilities. Add lines 17 through 25	56,830	26	18,225
	Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.		
27 Net assets without donor restrictions		604,543	27	595,628
28 Net assets with donor restrictions		25,000	28	25,000
Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.				
29 Capital stock or trust principal, or current funds			29	
30 Paid-in or capital surplus, or land, building, or equipment fund			30	
31 Retained earnings, endowment, accumulated income, or other funds			31	
32 Total net assets or fund balances		629,543	32	620,628
33 Total liabilities and net assets/fund balances		686,373	33	638,853

Form **990** (2021)

Form 990 (2021) **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **12****Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	333,521
2	Total expenses (must equal Part IX, column (A), line 25)	2	319,999
3	Revenue less expenses. Subtract line 2 from line 1	3	13,522
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	629,543
5	Net unrealized gains (losses) on investments	5	-22,437
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	620,628

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☐

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
b Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.		X
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____		X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits _____		

Form **990** (2021)

SCHEDULE A
(Form 990)Department of the Treasury
Internal Revenue Service**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ **Attach to Form 990 or Form 990-EZ.**▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2021**Open to Public
Inspection**

Name of the organization

NORMAN FIREHOUSE ART CENTER, INC.

Employer identification number

23-7112097**Part I Reason for Public Charity Status.** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
- 10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990) 2021

Schedule A (Form 990) 2021

NORMAN FIREHOUSE ART CENTER, INC. 23-7112097

Page 2

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	194,617	203,785	187,227	273,926	195,948	1,055,503
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	194,617	203,785	187,227	273,926	195,948	1,055,503
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						1,055,503

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
7 Amounts from line 4	194,617	203,785	187,227	273,926	195,948	1,055,503
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	13,069	14,938	12,882	12,073	12,641	65,603
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						1,121,106
12 Gross receipts from related activities, etc. (see instructions)					12	692,863
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ▶ <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2021 (line 6, column (f) divided by line 11, column (f))	14	94.15 %
15 Public support percentage from 2020 Schedule A, Part II, line 14	15	93.99 %
16a 33 1/3% support test—2021. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ▶ <input checked="" type="checkbox"/>		
b 33 1/3% support test—2020. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>		
17a 10%-facts-and-circumstances test—2021. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>		
b 10%-facts-and-circumstances test—2020. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ <input type="checkbox"/>		

Schedule A (Form 990) 2021

Schedule A (Form 990) 2021

NORMAN FIREHOUSE ART CENTER, INC. 23-7112097Page **3****Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II.
If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2020 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2021 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2020 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests—2021. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

b 33 1/3% support tests—2020. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Schedule A (Form 990) 2021

Schedule A (Form 990) 2021

NORMAN FIREHOUSE ART CENTER, INC. 23-7112097Page **4****Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Schedule A (Form 990) 2021

Schedule A (Form 990) 2021

NORMAN FIREHOUSE ART CENTER, INC. 23-7112097Page **5****Part IV Supporting Organizations (continued)**

- | | Yes | No |
|--|-----|----|
| 11 Has the organization accepted a gift or contribution from any of the following persons? | | |
| a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization? | | |
| b A family member of a person described on line 11a above? | | |
| c A 35% controlled entity of a person described on line 11a or 11b above? <i>If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.</i> | | |

Section B. Type I Supporting Organizations

- | | Yes | No |
|---|-----|----|
| 1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i> | | |
| 2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i> | | |

Section C. Type II Supporting Organizations

- | | Yes | No |
|--|-----|----|
| 1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i> | | |

Section D. All Type III Supporting Organizations

- | | Yes | No |
|---|-----|----|
| 1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided? | | |
| 2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i> | | |
| 3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i> | | |

Section E. Type III Functionally Integrated Supporting Organizations

- | | Yes | No |
|---|-----|----|
| 1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions). | | |
| a <input type="checkbox"/> The organization satisfied the Activities Test. <i>Complete line 2 below.</i> | | |
| b <input type="checkbox"/> The organization is the parent of each of its supported organizations. <i>Complete line 3 below.</i> | | |
| c <input type="checkbox"/> The organization supported a governmental entity. <i>Describe in Part VI how you supported a governmental entity (see instructions).</i> | | |
| 2 Activities Test. <i>Answer lines 2a and 2b below.</i> | | |
| a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i> | | |
| b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i> | | |
| 3 Parent of Supported Organizations. <i>Answer lines 3a and 3b below.</i> | | |
| a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>If "Yes" or "No," provide details in Part VI.</i> | | |
| b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i> | | |

Schedule A (Form 990) 2021

NORMAN FIREHOUSE ART CENTER, INC. 23-7112097Page **6****Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	
Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (<i>explain in detail in Part VI</i>):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	
Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Schedule A (Form 990) 2021

Schedule A (Form 990) 2021

NORMAN FIREHOUSE ART CENTER, INC. 23-7112097Page **7****Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)**

Section D – Distributions		Current Year	
1	Amounts paid to supported organizations to accomplish exempt purposes		
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity		
3	Administrative expenses paid to accomplish exempt purposes of supported organizations		
4	Amounts paid to acquire exempt-use assets		
5	Qualified set-aside amounts (prior IRS approval required— <i>provide details in Part VI</i>)		
6	Other distributions (<i>describe in Part VI</i>). See instructions.		
7	Total annual distributions. Add lines 1 through 6.		
8	Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.		
9	Distributable amount for 2021 from Section C, line 6		
10	Line 8 amount divided by line 9 amount		

Section E – Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2021	(iii) Distributable Amount for 2021
1 Distributable amount for 2021 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2021 (reasonable cause required— <i>explain in Part VI</i>). See instructions.			
3 Excess distributions carryover, if any, to 2021			
a From 2016			
b From 2017			
c From 2018			
d From 2019			
e From 2020			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2021 distributable amount			
i Carryover from 2016 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2021 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2021 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2021 Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 2022. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2017			
b Excess from 2018			
c Excess from 2019			
d Excess from 2020			
e Excess from 2021			

Schedule A (Form 990) 2021

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

**Schedule B
(Form 990)**Department of the Treasury
Internal Revenue Service**Schedule of Contributors**▶ **Attach to Form 990 or Form 990-PF.**
▶ **Go to www.irs.gov/Form990 for the latest information.**

OMB No. 1545-0047

2021

Name of the organization

Employer identification number

NORMAN FIREHOUSE ART CENTER, INC.**23-7112097****Organization type** (check one):**Filers of:****Section:**

Form 990 or 990-EZ

☒ 501(c)(**3**) (enter number) organization☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation☐ 501(c)(3) taxable private foundationCheck if your organization is covered by the **General Rule** or a **Special Rule**.**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.**General Rule**

- ☐
- For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

- ☒
- For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33
- ¹
- /
- ₃
- % support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of
- (1)**
- \$5,000; or
- (2)**
- 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

- ☐
- For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000
- exclusively*
- for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

- ☐
- For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions
- exclusively*
- for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an
- exclusively*
- religious, charitable, etc., purpose. Don't complete any of the parts unless the
- General Rule**
- applies to this organization because it received
- nonexclusively*
- religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990) (2021)

Schedule B (Form 990) (2021)

PAGE 1 OF 1

Page 2

Name of organization

Employer identification number

NORMAN FIREHOUSE ART CENTER, INC.

23-7112097

Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	OKLAHOMA ARTS COUNCIL PO BOX 52001-2001 OKLAHOMA CITY OK 73152-2001	\$ 41,825	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	CITY OF NORMAN 201 W GRAY NORMAN OK 73069	\$ 60,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	NORMAN ARTS COUNCIL 210 E MAIN, STE 223 NORMAN OK 73069	\$ 21,625	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	ALLIED ARTS FOUNDATION 1015 N BROADWAY, SUITE 200 OKLAHOMA CITY OK 73102	\$ 31,872	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5	SBA - PPP LOAN FORGIVENESS 409 3RD ST SW WASHINGTON DC 20416	\$ 37,365	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Schedule B (Form 990) (2021)

**SCHEDULE D
(Form 990)**Department of the Treasury
Internal Revenue Service**Supplemental Financial Statements**▶ Complete if the organization answered "Yes" on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021**Open to Public
Inspection**

Name of the organization

Employer identification number

NORMAN FIREHOUSE ART CENTER, INC.**23-7112097****Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

- | | (a) Donor advised funds | (b) Funds and other accounts |
|--|-------------------------|------------------------------|
| 1 Total number at end of year | | |
| 2 Aggregate value of contributions to (during year) | | |
| 3 Aggregate value of grants from (during year) | | |
| 4 Aggregate value at end of year | | |
| 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

- 1 Purpose(s) of conservation easements held by the organization (check all that apply).
- | | |
|---|---|
| <input type="checkbox"/> Preservation of land for public use (for example, recreation or education) | <input type="checkbox"/> Preservation of a historically important land area |
| <input type="checkbox"/> Protection of natural habitat | <input type="checkbox"/> Preservation of a certified historic structure |
| <input type="checkbox"/> Preservation of open space | |
- 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.
- | | Held at the End of the Tax Year |
|--|---------------------------------|
| a Total number of conservation easements | 2a |
| b Total acreage restricted by conservation easements | 2b |
| c Number of conservation easements on a certified historic structure included in (a) | 2c |
| d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register | 2d |
- 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶
- 4 Number of states where property subject to conservation easement is located ▶
- 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No
- 6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶
- 7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$
- 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No
- 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

- 1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.
- b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:
- (i) Revenue included on Form 990, Part VIII, line 1 ▶ \$
- (ii) Assets included in Form 990, Part X ▶ \$
- 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:
- a Revenue included on Form 990, Part VIII, line 1 ▶ \$
- b Assets included in Form 990, Part X ▶ \$

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) 2021

Schedule D (Form 990) 2021 **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **2****Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

- ☐ **a** Public exhibition
☐ **b** Scholarly research
☐ **c** Preservation for future generations
☐ **d** Loan or exchange program
☐ **e** Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
1c Beginning balance	
1d Additions during the year	
1e Distributions during the year	
1f Ending balance	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐ Yes ☐ No

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	95,696	82,137	79,958	83,025	81,100
b Contributions					
c Net investment earnings, gains, and losses	-9,037	18,271	6,895	1,648	6,510
d Grants or scholarships					
e Other expenditures for facilities and programs	4,010	3,841	3,942	3,935	3,778
f Administrative expenses	887	871	774	780	807
g End of year balance	81,762	95,696	82,137	79,958	83,025

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment ☐ %

b Permanent endowment ☒ 100.00 %

c Term endowment ☐ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

(i) Unrelated organizations

(ii) Related organizations

	Yes	No
3a(i)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3a(ii)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3b	<input type="checkbox"/>	<input type="checkbox"/>

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐ Yes ☐ No

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements	14,202		8,883	5,319
d Equipment	38,320		17,852	20,468
e Other	19,150		19,150	
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				25,787

Schedule D (Form 990) 2021

Schedule D (Form 990) 2021 **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **3****Part VII Investments – Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.) ...▶		

Part VIII Investments – Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.) ...▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) NCF CUSTODIAL ACCOUNT	131,665
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ...▶	131,665

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ...▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII. ☐

Schedule D (Form 990) 2021 **NORMAN FIREHOUSE ART CENTER, INC. 23-7112097**Page **4****Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
a	Net unrealized gains (losses) on investments	2a		
b	Donated services and use of facilities	2b		
c	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	
3	Subtract line 2e from line 1		3	
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)		5	

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a		
b	Prior year adjustments	2b		
c	Other losses	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	
3	Subtract line 2e from line 1		3	
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)		5	

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART V, LINE 4 - INTENDED USES FOR ENDOWMENT FUNDS

THE INTENDED USE OF THE ENDOWMENT FUNDS IS TO PROVIDE ADDITIONAL FUNDING FOR THE ORGANIZATION'S PROGRAMS AND ACTIVITIES AS NEEDED.

Schedule D (Form 990) 2021 **NORMAN FIREHOUSE ART CENTER, INC.** 23-7112097Page **5**

Part XIII	Supplemental Information <i>(continued)</i>
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Schedule D (Form 990) 2021

**SCHEDULE O
(Form 990)**Department of the Treasury
Internal Revenue Service**Supplemental Information to Form 990 or 990-EZ**Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.▶ Attach to Form 990 or Form 990-EZ.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021**Open to Public
Inspection**

Name of the organization

NORMAN FIREHOUSE ART CENTER, INC.

Employer identification number

23-7112097**FORM 990 - ORGANIZATION'S MISSION**

THE FIREHOUSE HOUSES HIGHLY PROFESSIONAL WORKING VISUAL ARTS STUDIOS, WHICH ACCOMMODATE BOTH ADULT AND YOUTH ART EDUCATION PROGRAMMING, A PERMANENT GIFT SHOP, AND A DEDICATED EXHIBITION GALLERY SPACE. OFF-SITE, THE FAC PROVIDES IN-SCHOOL ART EDUCATION OPPORTUNITIES FOR NORMAN'S PUBLIC ELEMENTARY SCHOOLS AND SERVES AS HOST AND PARTNER TO SEVERAL COMMUNITY EVENTS AND VISUAL ARTS PROGRAMS IN NORMAN.

FORM 990, PART III, LINE 4B - SECOND ACCOMPLISHMENT

THE FIREHOUSE PROVIDED ADULT VISUAL ARTS CLASSES IN A FULL RANGE OF ARTISTIC MEDIUMS TO APPROXIMATELY 443 INDIVIDUALS DURING THE CURRENT YEAR. THIS INCLUDES PROGRAMMING FOR US ARMED FORCES VETERANS AT THE NORMAN VETERANS CENTER AND ADULTS WITH VARYING DEGREES OF COGNITIVE AND PHYSICAL DISABILITIES IN THE FIREHOUSE'S HEALING STUDIO. HEALING STUDIO IS OFFERED FREE OF CHARGE TO ITS PARTICIPANTS THROUGH 12 SCHOLARSHIPS AVAILABLE WEEKLY, FOR APPROXIMATELY 32 WEEKS EACH YEAR. THE FIREHOUSE IS ALSO A PARTNER TO MANY COMMUNITY EVENTS, PROVIDING APPROXIMATELY 1,285 INDIVIDUALS WITH FREE ARTS EXPERIENCES DURING THE YEAR.

THIS PAST YEAR WE WERE NOT ABLE TO SERVE US ARMED FORCES VETERANS AT THE NORMAN VETERANS CENTER DUE TO COVID RESTRICTIONS. HOWEVER, WE PLAN TO SERVE A LARGER NUMBER OF VETERANS IN OUR COMMUNITY THAT ARE ABLE MEET IN-PERSON.

FORM 990, PART III, LINE 4C - THIRD ACCOMPLISHMENT

THE FIREHOUSE GIFT SHOP IS UNIQUE TO NORMAN, REPRESENTING ORIGINAL HIGH-

Schedule O (Form 990) 2021

Page 2

Name of the organization

Employer identification number

NORMAN FIREHOUSE ART CENTER, INC.

23-7112097

QUALITY FINE ART PIECES AT MULTIPLE PRICE POINTS. NINETY PERCENT OF THE ARTISTS ARE FROM OKLAHOMA AND MAKE THEIR LIVING FROM ARTWORK SALES. OVER ONE HUNDRED ARTISTS ARE REPRESENTED IN THE GIFT SHOP DISPLAYING: JEWELRY, FUSED GLASS, CERAMICS, PAINTING, DRAWING, SCULPTURE, AND HOLIDAY CARDS. THE FIREHOUSE GALLERY AND GIFT SHOP ARE FREE AND OPEN TO THE PUBLIC SIX DAYS A WEEK. THE GALLERY HAS SEVEN EXHIBITIONS A YEAR, FOUR WITH PROFESSIONAL ARTISTS AND THREE HIGHLIGHTING THE FIREHOUSE ART CENTER'S GRANT AND DONATION FUNDED PROGRAMS, INCLUDING THE HEALING STUDIO, CHILDREN'S, AND VETERANS PROGRAMS. APPROXIMATELY 500 GUESTS VISITED THE GIFT SHOP AND GALLERY THIS YEAR.

THE GIFT SHOP AND GALLERY WERE CLOSED THE MAJORITY OF THIS PAST YEAR DUE TO COVID RESTRICTIONS AND STAFFING SHORTAGES. IN 2023, WE HAVE BROUGHT BACK A FULL EXHIBIT CALENDAR AND HAVE REOPENED THE OPERATIONS OF OUR GIFT SHOP. WE TYPICALLY ATTRACT TWO TO THREE THOUSAND GUESTS IN OUR GALLERY AND GIFT SHOP EACH YEAR.

FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990 THE RETURN IS REVIEWED AND APPROVED BY THE ORGANIZATION'S EXECUTIVE DIRECTOR, ACCOUNTANT, AND THE BOARD OFFICERS.

FORM 990, PART VI, LINE 12C - ENFORCEMENT OF CONFLICTS POLICY OFFICERS, DIRECTORS, AND KEY EMPLOYEES ARE REQUIRED TO DISCLOSE ON AN ONGOING BASIS ANY KNOWN OR POTENTIAL CONFLICTS OF INTEREST. FAILURE TO DISCLOSE WILL RESULT IN DISCIPLINARY OR CORRECTIVE ACTION.

FORM 990, PART VI, LINE 15A - COMPENSATION PROCESS FOR TOP OFFICIAL

PAGE 1 OF 2

Schedule O (Form 990) 2021

Schedule O (Form 990) 2021

Page 2

Name of the organization

Employer identification number

NORMAN FIREHOUSE ART CENTER, INC.

23-7112097

THE BOARD OF DIRECTORS FOR THE FIREHOUSE DID A COMPARATIVE STUDY FOR THE EXECUTIVE DIRECTOR'S SALARY, LOOKING AT JOB DESCRIPTIONS, RESPONSIBILITIES AND RELATIVE BUDGET SIZE. THROUGH THIS STUDY, THEY DETERMINED THE CURRENT COMPENSATION.

FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION THE ORGANIZATION MAKES ITS GOVERNING DOCUMENTS, CONFLICT OF INTEREST POLICY, AND FINANCIAL STATEMENTS AVAILABLE TO THE PUBLIC UPON REQUEST.

FORM 990, PART IX, LINE 11G - OTHER FEES FOR SERVICES
DESCRIPTION

TOT/PROG SERVICE

MGT & GENERAL

FUNDRAISING

DESIGN

\$ 2,703

\$ 0

\$ 0

ARTIST COMMISSION

\$ 10,402

\$ 0

\$ 0

INSTRUCTOR FEES

\$ 32,025

\$ 0

\$ 0

OTHER PROFESSIONAL FEES

\$ 1,291

\$ 1,288

\$ 0

PROGRAMMING ASSISTANTS

\$ 3,561

\$ 0

\$ 0

MISC SERVICES

\$ 592

\$ 340

\$ 0

TOTAL

\$ 50,574

\$ 1,628

\$ 0

PAGE 2 OF 2

Schedule O (Form 990) 2021



508 N. Peters Avenue • Norman, OK 73069

405-321-0156 • mlhbmuseum@gmail.com

www.normanmuseum.org • www.clevelandcountyhistoricalsociety.com

FY 2022-23 Annual Report

Board of Directors

Riley Million
President

John Hughes
Vice-President

Sue Schrems
Treasurer

Kris Murray
Secretary

Barbara Million
Historian

Malia Bennett

Ashley Evans

Dawn Jackson

Robertson Million

Tammie Richard

Carley Veal

Mae D. Cox
Honorary Board Member

Vernon Maddux
Honorary Board Member

The Moore-Lindsay Historical House Museum (MLHHM) was founded in 1974 as the Norman-Cleveland County Historical Museum, the result of a collaboration between the City of Norman and the Cleveland County Historical Society (CCHS). The museum is housed in a beautiful Victorian-style home that was built in 1899 and is a prime example of the success that middle-class families found in Oklahoma Territory. The Historical Society is proud to continue to serve as stewards of the historical house, which is listed on the National Register of Historic Places.



Staff

Amy Pence
Museum Manager
Savannah Miller
Assistant Manager

Mission Statement

The Cleveland County Historical Society seeks to research, preserve, and publicize the history of Cleveland County and its people.

Organizational Goals

Educational Programming and Visitor Experiences

Enhance current educational programs, continue to improve the quality and creativity of exhibits and events, and inspire guests to visit multiple times.

Preservation & Research

Continue researching and preserving artifacts that the museum currently stores, and provide easy access to research materials for the community.

Audience Diversity

Extend offerings for different ages, citizen groups, and organizations within the community.

Community Engagement

Develop new partnerships with other cultural and educational entities in the community in order to broaden the museum's reach to a wider audience.

Fundraising

Seek out new fundraising sources locally and nationally.

For more information on CCHS's goals and strategies for success, our full 2019-2024 Strategic Plan can be viewed online at www.normanmuseum.org/strategicplan.

Archive

CCHS houses its historical collection in the archive room of the Moore-Lindsay Historical House Museum. **CCHS collects items of historical significance relating to Cleveland County from the years just prior to the first Oklahoma Territory Land Run to the present day.** The majority of the archival collection focuses heavily on documenting Cleveland County's history during Oklahoma's territorial period and early statehood, roughly 1880-1930. Expanding the materials in the archives is an ongoing effort, and more recent donations move the collection's timeline into the middle of the twentieth century. **The collection consists of more than 5000 items**, including paper archives, photographs, slides, recordings, books, newspapers, furnishings, and artifacts. Additionally, thousands of photographs donated by a local photo studio are awaiting processing and digitization in order to be added to the archive.

2022-23 Programming Summary

In FY2022-2023, the Moore-Lindsay Historical House Museum (MLHHM) and Cleveland County Historical Society (CCHS) have continued to create a quality visitor experience and pursue the mission of presenting, preserving, and publicizing Cleveland County's history. **Throughout the past year, the museum has presented four exhibits and two micro-exhibits, twelve events, eleven children's history camp sessions, and eleven educational workshops for adults. Additionally, we have provided ten field trips, educational group tours, and private workshops, hosted three community group meetings, and participated in two outreach events.** A detailed list of museum programming for the year can be found on the next page.

Thanks to an increase in funding from the City of Norman this fiscal year, the MLHHM was able to hire a second employee, a part-time Assistant Manager for the museum. Savannah Miller was chosen for the position in November 2022. Savannah graduated from the University of Oklahoma with a Bachelor's in anthropology and a minor in history.

The MLHHM is also proud to have received two grants in the last year: **an Operational Support Grant from the Norman Arts Council for \$6306** to assist in covering the costs of exhibits, educational programming, and necessary supplies; and **an ARPA grant from the National Endowment for the Arts, distributed via the Norman Arts Council, for \$8,457**, which was used to purchase new tables and chairs for museum events, storage cabinets and shelving units, mannequins, and archival storage materials. This grant also allowed the MLHHM to hire five local artists or artisans to assist with various programs throughout the year, increase our advertising efforts, and establish an educational traveling trunk program for local teachers and homeschool parents.



2021 Programming Details

Exhibits

- Sundown: An Examination of Norman's History as a Racist Sundown Town
- Shop Local: An Exhibition of 1890s to 1930s Newspaper Advertisements for Holiday Shopping in Cleveland County
- With Love: LGBTQ+ Love Stories from the 1890s through the 1980s
- Imprinting the West: Manifest Destiny, Real and Imagined

Micro-Exhibits

- History on Display: Seven Micro-Exhibits by MLHHM's 2022 Junior Curators
- Death Calls: An Exploration of Last Rites, Funerals, and Ways of Contacting the Dead
- Mother's Day: A Brief History

Events

- "History on Display" Opening Reception
- Trick-or-Treat at the Moore-Lindsay
- Downtown Norman Ghost Tour with Jeff Provine
- Annual Christmas Open House
- Springtime Tea (2 sessions)
- "Imprinting the West" Opening Reception
- 5 Paranormal Investigations

Educational Programs

- Children's Summer History Camp Series (8 sessions)
- Children's Spring Break History Camp Series (3 sessions)
- 6 Handmade Soap Workshops
- 5 Embroidery Workshops
- 15 field trips, educational group tours, private workshops, community meetings, and outreach events



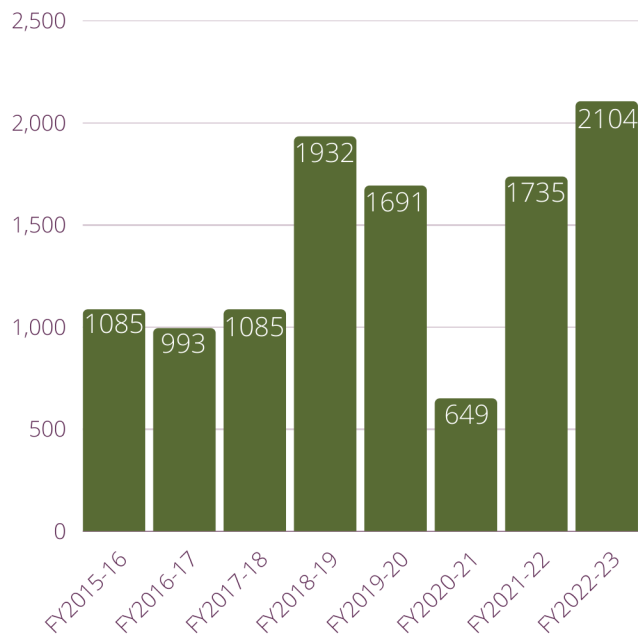
Coming in 2023-2024

Museum staff has planned 2 exhibits, 2 micro-exhibits, 28 educational workshops and camps, and 10 events in F.Y. 2023-24. Staff will also conduct field trips, educational group tours, and private workshops as requested by local schools, homeschool groups, clubs, and other organizations.

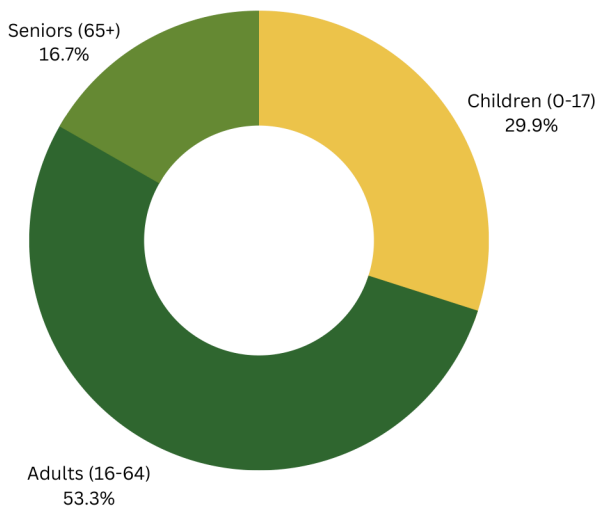
Participants

In the 2022-2023 fiscal year, the Moore-Lindsay House welcomed 2100 visitors. This is a 21% increase over the previous fiscal year. The museum also hosted 30 volunteers.

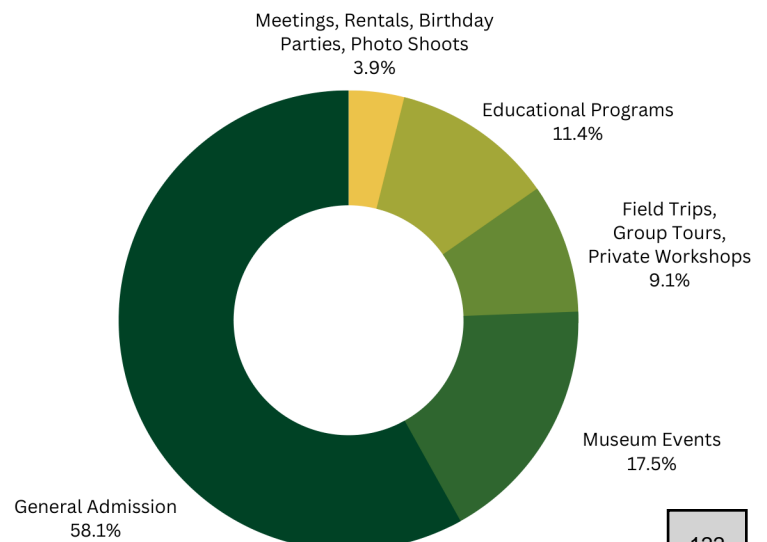
Visitor Numbers



Visitor Ages



Attendance Reasons



Fees & Income

Museum Admission:

Adults & Teens: \$5

Children 12 & under: free

Children's workshops & camps: \$8

Adult workshops: varied, \$15-\$35

Photographer Fees: \$50/hour

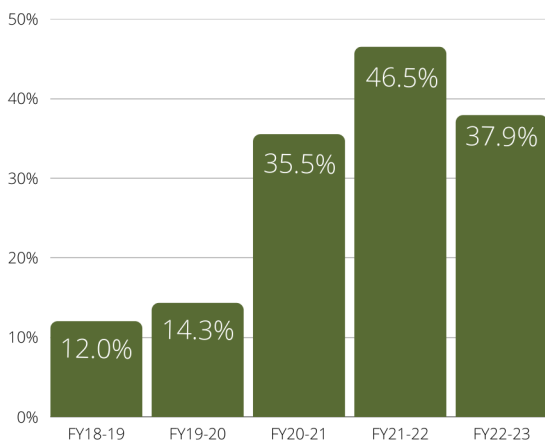
Rental Fee: \$50/hour

Birthday Party Package: \$150

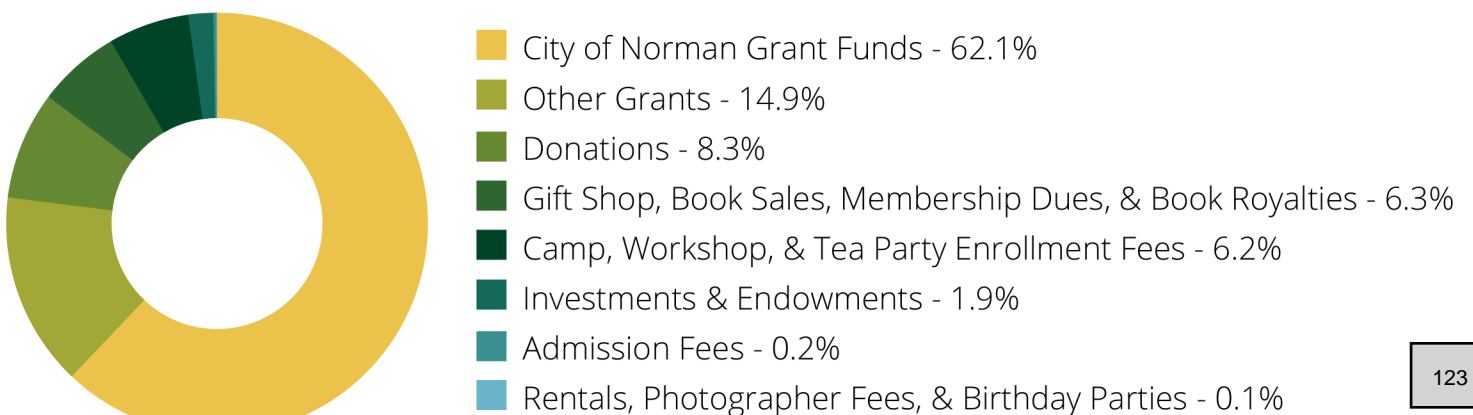
In May 2023, the MLHHM began to charge an admission fee for museum visitors over the age of 12. In an effort to keep the museum accessible to as many people as possible, the museum remains free for children, SNAP card holders, and CCHS members, and staff may reduce or waive admission fees as appropriate. MLHHM camps and workshops are affordable at \$8 per person for children's classes and \$15-35 per person for adult classes, depending upon the cost of supplies. Photographers can rent the historical house to use as a photography set, the historical house and carriage house can be rented out for small events, and the museum also offers a Victorian tea party birthday party package; all of these offerings bring in supplemental funds to support museum programming.

Additional income sources include the museum gift shop, grants, royalties on CCHS books, and fundraisers. In 2022-23, the museum offered more Children's History Camp sessions and adult workshops, partnered with two local paranormal investigation groups to conduct investigations at the historical house with a portion of ticket sales benefitting the museum, and hosted the first annual Springtime Tea, which is expected to be the museum's largest fundraiser event each year. The museum was also chosen by the Norman Arts Council to receive two grants this fiscal year, totaling over \$14,700 in additional funds. Staff continue to seek additional fundraising and grant opportunities to support the museum's operations.

Percentage of Expenditures Paid By Non-City Funds FY2018-19 - FY2022-23



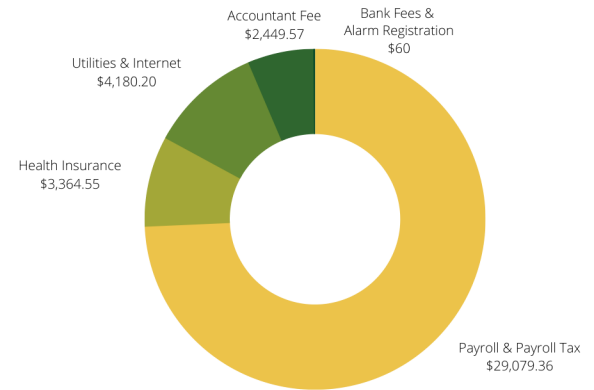
Percentage of Total Expenditure Paid By Income Source, FY22-23



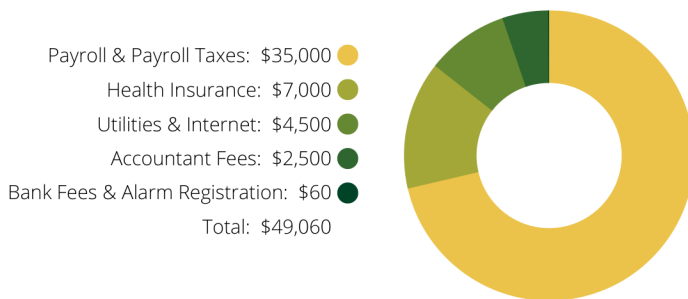
Use of 2022-23 City Funds

City of Norman funds are used to pay for the basic necessities of running the museum: the museum manager's salary and the assistant manager's hourly wage, the cost of utilities for the building, and fees for the accountant who handles museum payroll and taxes. This frees up funding from other sources to cover the costs of museum programming and necessary supplies. Other uses of City funds include purchasing health insurance for the museum manager, providing internet service for museum staff to use for research purposes, paying bank account fees for the account holding the funds, and paying the fee for the yearly City of Norman registration for our alarm system. At this time, it would be impossible to continue operating the museum without this essential funding.

Use of 2022-23 City Grant Funds

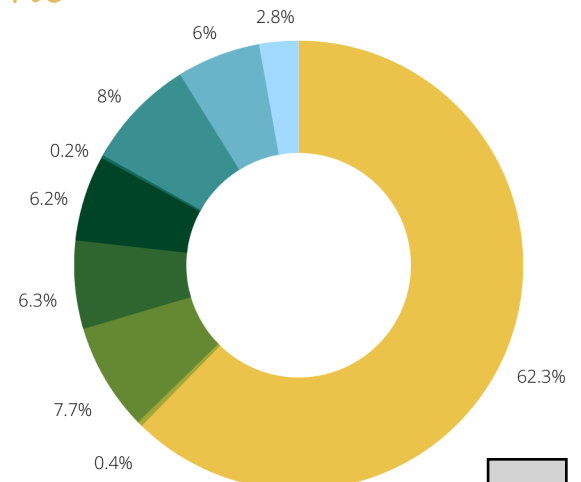


Projected Use of FY2023-2024 City Funds



2022-23 Income

- City Grant
- Admission Fees
- Norman Arts Council Operational Support Grant
- Norman Arts Council ARPA Grant (2022-23)
- Gift Shop, Book Sales, Membership Dues, Book Royalties
- Rentals, Photographer Fees, & Birthday Parties
- Donations
- Camp, Workshop, & Tea Party Enrollment Fees
- Interest from OCCF, CD, and Bank Accounts



CCHS FY2022-23 Financial Statement

Item 4.

Funds Balance Report

Account	Beginning of	End of	FY22-
Unrestricted Assets			
City of Norman Grant Fund	\$5,838.39	\$11,761.89	
CCHS Operating Fund	\$8,364.02	\$11,214.32	
NAC Grant Fund	\$5,062.21	\$903.98	
Insurance Fund (previously Restoration Fund)	\$3,223.49	\$786.27	
CCHS Books Account	\$604.04	\$1,251.16	
PayPal	\$497.62	\$50.00	
Total Unrestricted Assets	\$23,589.77	\$25,967.62	
Restricted Assets			
Carpenter's Lace Restoration Fund	\$3,050.00	\$2,900.00	
CD	\$38,761.99	\$39,444.20	
OCCF Endowment Fund	\$21,000.00	\$21,000.00	
Total Restricted Assets	\$62,811.99	\$63,344.20	
Total Assets	\$86,401.76	\$89,311.82	



CCHS FY2021-22 Financial Statement, Cont'a

FY 2022-23 Income

City of Norman Grant Funds	\$41,500.00
Admission Fees	\$247.05
Norman Arts Council Operational Support Grant	\$5,153.00
Norman Arts Council ARPA Grant (2022-23)	\$4,228.50
Gift Shop, Book Sales & Royalties, Member Dues	\$4,104.12
Rentals, Photographer Fees, & Birthday Parties	\$144.70
Donations	\$5,323.86
Camp, Workshop, & Tea Party Enrollment Fees	\$4,013.92
Interest from OCCF, CD, and Bank Accounts	\$1,886.84
Total Income	\$66,601.99

FY 2022-23 Expenses

Payroll & Payroll Taxes	\$29,079.36
Employee Health Insurance	\$3,364.55
Accountant Fees	\$2,449.57
Housekeeping Fees	\$300.00
Utilities & Internet	\$4,180.20
Supplies	\$6,610.75
Events, Exhibits, and Other Programming	\$8,006.78
Staff Development & Organizational Dues	\$560.06
Gift Shop Stock & Sales Tax on Gift Shop Sales	\$2,433.57
Postage & Advertising	\$1,988.95
Website	\$326.88
Stained Glass Repair	\$1,375.00
Software Subscription	\$318.52
Carpenter's Lace Restoration	\$150.00
Travelling Trunk Project	\$478.15
Miscellaneous	\$1,392.82
Total Expenses	\$63,015.16

Budget Shortfall or Overage:	overage
	\$3,586.83

2022-2023 Budget

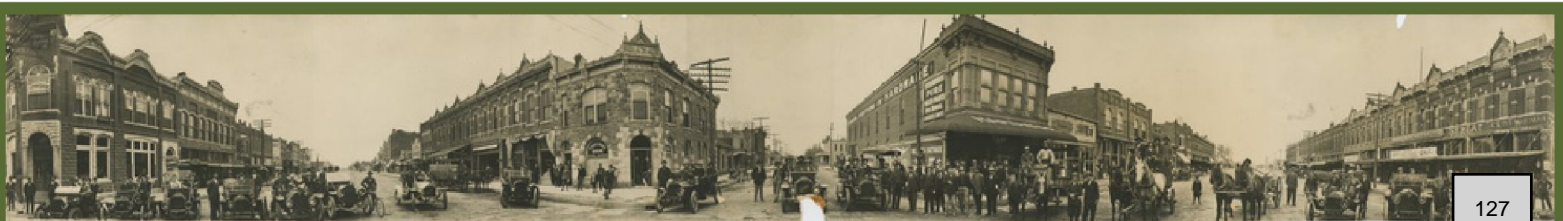
Projected Income

City of Norman Grant Funds	\$44,500
Admission Fees	\$3,000
Norman Arts Council Operational Support Grant	\$6,306
Norman Arts Council ARPA Grant	\$4,229
Gift Shop, Book Sales & Royalties, Member Dues	\$4,200
Rentals, Photographer Fees, & Birthday Parties	\$400
Donations	\$3,000
Camp, Workshop, & Tea Party Enrollment Fees	\$4,000
Interest from OCCF, CD, and Bank Accounts	\$1,900
Total Income	\$71,535

Projected Expenses

Payroll & Payroll Taxes	\$35,000
Manager's Health Insurance	\$7,000
Accountant Fees	\$2,500
Housekeeping Fees	\$1,400
Utilities & Internet	\$4,500
Supplies	\$3,000
Events, Exhibits, and Programming	\$11,000
Staff Development & Organizational Dues	\$1,500
Gift Shop Stock & Sales Tax on Gift Shop Sales	\$1,500
Postage & Advertising	\$1,500
Website	\$300
Software Subscriptions	\$325
Miscellaneous	\$2,000
Total Expenses	\$71,525

Projected Budget Shortfall or Overage:	overage
	\$10



Board of Directors

Riley Million, President
312 South Mercedes Drive
Norman, OK 73069
405-546-8426
skatoad1@netscape.net

John Hughes, Vice President
602 North Jones Avenue
Norman, OK 73069
281-910-7974
jchfenris@hotmail.com

Sue Schrems, Treasurer
1128 Riviera Drive
Norman, OK 73072
405-420-1356
sschrems1@gmail.com

Kris Murray, Secretary
1600 Ann Branden Boulevard, #1136
Norman, OK 73071
317-696-0096
kristin.murray-1@ou.edu

Barbara Million, Historian
409 Foreman Avenue
Norman, OK 73069
405-364-6747
beelermillion@gmail.com

Carley Veal
6475 36th Avenue NW, #0335
Norman, OK 73072
405-501-8139
carleyveal@gmail.com

Dawn Jackson
6211 Crooked Oak Drive
Norman, OK 73026
405-447-3673
dawnweatherwax@yahoo.com

Robertson Million
1100 Oak Tree Avenue
Norman, OK 73072
405-546-8425
robomillion@yahoo.com

Malia Bennett
13168 Eastridge Drive
Oklahoma City, OK 73170
405-514-8394
maliakatherinebennett@gmail.com

Ashley Evans
3619 Sunvalley Drive
Norman, OK 73026
501-513-7081
catladyevans@gmail.com

Amy Pence, Museum Manager
1624 Oriole Drive
Norman, OK 73071
405-342-0361
mlhhmuseum@gmail.com

James Briggs, City of Norman Rep.
201-C West Gray
Norman, OK 73070
(405) 366-5472
james.briggs@normanok.gov

Mae Cox
922 Barbour Avenue
Norman, OK 73069
405-321-1617
mae@coxok.com

Vernon Maddux
800 Canadian Trails Drive, #222
Norman, OK 73072
405-669-7597
vmadd@sbcglobal.net

Record Maintenance & Expenditure Authorization

Financial Record Maintenance:

- Sue Schrems, CCHS Board Treasurer
 - maintains records of bank accounts, investments, & CCHS income and expenses
- Amy Pence, Museum Manager
 - maintains records of grant funds, gift shop funds, donations, PayPal account, & MLHHM income and expenses
- Heather Koonce, CCHS Accountant
 - oversees and verifies all financial recordkeeping, handles payroll and state and federal taxes

Expenditure Approval:

- Board of Directors, by majority vote
 - any expenses of any amount
- Executive Committee, by majority vote
 - comprised of President, Vice President, and Treasurer
 - any single expense up to \$300
- Riley Million, CCHS Board President
 - any single expense up to \$150
- Sue Schrems, CCHS Board Treasurer
 - any single expense up to \$150
- Amy Pence, Museum Manager
 - any single expense up to \$100
 - expenditure of grant funds, following board-approved budget for said grant



2022 Form-990-EZ

Form **990-EZ**Department of the Treasury
Internal Revenue Service

Short Form

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to www.irs.gov/Form990EZ for instructions and the latest information.

OMB No. 1545-0047

2022**Open to Public
Inspection**

A For the 2022 calendar year, or tax year beginning , 2022, and ending , 20										
B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">C Name of organization CLEVELAND COUNTY HISTORICAL SOCIETY</td> <td>D Employer identification number 73-1051970</td> </tr> <tr> <td colspan="2">Number and street (or P.O. box if mail is not delivered to street address) Room/suite 508 NORTH PETERS AVENUE</td> <td>E Telephone number</td> </tr> <tr> <td colspan="2">City or town, state or province, country, and ZIP or foreign postal code NORMAN, OK 73069</td> <td>F Group Exemption Number</td> </tr> </table>	C Name of organization CLEVELAND COUNTY HISTORICAL SOCIETY		D Employer identification number 73-1051970	Number and street (or P.O. box if mail is not delivered to street address) Room/suite 508 NORTH PETERS AVENUE		E Telephone number	City or town, state or province, country, and ZIP or foreign postal code NORMAN, OK 73069		F Group Exemption Number
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City or town, state or province, country, and ZIP or foreign postal code NORMAN, OK 73069		F Group Exemption Number								
G Accounting Method: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual Other (specify) _____										
I Website: _____										
J Tax-exempt status (check only one) - <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527										
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other _____										
L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ										
\$ 61,523										

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)Check if the organization used Schedule O to respond to any question in this Part I ☒

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	56,540
	2	Program service revenue including government fees and contracts	2	
	3	Membership dues and assessments	3	
	4	Investment income	4	693
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less: cost or other basis and sales expenses	5b	
	c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events:		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b		
c	Less: direct expenses from gaming and fundraising events	6c		
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d		
7a	Gross sales of inventory, less returns and allowances	7a		
b	Less: cost of goods sold	7b		
c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8	4,290	
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	61,523	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	23,380
	13	Professional fees and other payments to independent contractors	13	3,460
	14	Occupancy, rent, utilities, and maintenance	14	3,109
	15	Printing, publications, postage, and shipping	15	1,303
	16	Other expenses (describe in Schedule O)	16	19,626
17	Total expenses. Add lines 10 through 16	17	50,878	
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)	18	10,645
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	98,708
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	109,353

For Paperwork Reduction Act Notice, see the separate instructions.

Form 990-EZ (2022)

Part II Balance Sheets (see the instructions for Part II)Check if the organization used Schedule O to respond to any question in this Part II ☒

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	91,269	101,710
23 Land and buildings	0	0
24 Other assets (describe in Schedule O)	8,646	8,551
25 Total assets	99,915	110,261
26 Total liabilities (describe in Schedule O)	1,207	908
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	98,708	109,353

Part III Statement of Program Service Accomplishments (see the instructions for Part III)Check if the organization used Schedule O to respond to any question in this Part III ☐**Expenses**

(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

What is the organization's primary exempt purpose? TO PRESERVE HISTORICAL STUDY

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

28 <u>TO PROMOTE KNOWLEDGE AND INTEREST IN HISTORICAL STUDY OF CLEVELAND COUNTY OKLAHOMA</u>	
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	28a 50,878
29	
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	29a
30	
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	30a
31 Other program services (describe in Schedule O)	
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	31a
32 Total program service expenses (add lines 28a through 31a)	32 50,878

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated - see the instructions for Part IV)Check if the organization used Schedule O to respond to any question in this Part IV ☐

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
John Hughes Vice President	5.00	0	0	0
Kris Murray Secretary	5.00	0	0	0
Sue Schrems Treasurer	5.00	0	0	0
Riley Million President	5.00	0	0	0
Barbara Million Historian	5.00	0	0	0

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V		Yes	No
33	Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		X
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions		X
35 a	Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		X
b	If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O		
c	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III		X
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		X
37 a	Enter amount of political expenditures, direct or indirect, as described in the instructions	37a	
b	Did the organization file Form 1120-POL for this year?	37b	X
38 a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a	X
b	If "Yes," complete Schedule L, Part II, and enter the total amount involved	38b	
39	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on line 9	39a	
b	Gross receipts, included on line 9, for public use of club facilities	39b	
40 a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911: ; section 4912: ; section 4955:		
b	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b	X
c	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958		
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization		
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e	X
41	List the states with which a copy of this return is filed: OK		
42 a	The organization's books are in care of: Sue Schrems Telephone no. 405-364-9647		
	Located at: 508 NORTH PETERS AVENUE, NORMAN, OK ZIP + 4 73069		
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	42b	X
c	At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country:	42c	X
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041-Check here and enter the amount of tax-exempt interest received or accrued during the tax year	43	
44 a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a	X
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b	X
c	Did the organization receive any payments for indoor tanning services during the year?	44c	X
d	If "Yes," to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d	
45 a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a	X
b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions	45b	X

	Yes	No
46		X

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47 - 49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

	Yes	No
47		X
48		X
49a		X
49b		

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

49a Did the organization make any transfers to an exempt non-charitable related organization?

b If "Yes," was the related organization a section 527 organization?

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
NONE				

f Total number of other employees paid over \$100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
NONE		

d Total number of other independent contractors each receiving over \$100,000

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A

☒ Yes ☐ No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	<u>Sue Schrems</u>			
	Signature of officer		Date	
Paid Preparer Use Only	<u>Sue Schrems, Treasurer</u>			
	Type or print name and title			
	Print/Type preparer's name	Preparer's signature	Date	Check <input checked="" type="checkbox"/> if self-employed PTIN
	<u>Heather Koonce</u>	<u>Heather Koonce</u>	<u>03-23-2023</u>	<u>P01307148</u>
	Firm's name	Firm's EIN		
Firm's address	Phone no.			
	<u>4500 Watkins Rd</u>	<u>405-245-2247</u>		
	<u>Norman OK 73072</u>			

May the IRS discuss this return with the preparer shown above? See instructions

☒ Yes ☐ No

Thank you for your support of

the
Moore-Lindsay
Historical House Museum

We are proud to be a part of
Norman's thriving arts and
humanities community.

We are so grateful for the support
provided by the City of Norman, and we
are so lucky to be in a city that recognizes
the value of the arts and humanities in
building quality of life for its citizens.



Date: July 14, 2023

To: Darrel Pyle, City Manager

From: Jason Olsen, Director of Parks and Recreation

Subject: Young Family Athletic Center - Operator

In May, the contract negotiations with Sante Fe Family Life Center ceased for their organization to become the Young Family Athletic Center (YFAC) operator. Due to the complexities of the request of both Community Groups and the City, it became apparent to the Parks and Recreation Department that the risks associated with operations of the YFAC would be better for both Sante Fe and the City if we went in a different direction.

I think it is in the best interest of the City and the YFAC for the Parks and Recreation Department to facilitate the operations of the YFAC. The Parks Department has already contacted the stakeholder groups involved with the YFAC. It is working with these groups on leases and leagues, and the Parks Department has a clear vision of using the YFAC for the best interest of our residents here in Norman.

Attached to this memo is a budget, revenue projections, fee schedule, and booking policy. The Parks Department looks forward to having public discussions on how this facility will be best used for Norman and fill a huge void for our youth and its access to indoor athletic facilities. We also are incredibly excited for the YFAC to be open for all to enjoy in 2024!

Jason Olsen, Director of Parks and Recreation

Cc: Kathryn Walker, City Attorney
Anthony Fransisco, Director of Finance

office memorandum

YFAC FACILITIES POLICY MANUAL

Introduction and Purpose

The Young Family Athletic Center (YFAC) is owned and operated by the City of Norman Parks and Recreation Department. The YFAC has eight (8) basketball courts, 12 volleyball courts, an eight (8) lane 25-meter competition pool, and a four (4) lane recreation pool. Norman Regional Hospital Systems (NRHS) will perform sports medicine with Ortho Central and N-Motion clinics inside the YFAC.

Authority of the Director of Parks and Recreation

The Director of Parks and Recreation (the "Director") sets the pricing schedule and fees, which will be reviewed annually and updated on the recommendation of the Norman Board of Park Commissioners.

The Director can also enter into an agreement on behalf of the City of Norman with a Community/Operational partner annually for the rental of the YFAC for events, practices, or meetings. Community/Operational Partner Agreements will be reviewed annually by the Norman Board of Park Commissioners.

The Director will set the Fee Schedule, which includes membership and day pass costs, rental and event fees, and other general fees associated with access to the YFAC. The Fee Schedule will be set based on recommendations from the Norman Board of Park Commissioners.

The Director is responsible for entering into sponsorship or marketing agreements with businesses/groups at the YFAC on behalf of the City of Norman. Marketing and Sponsorship agreements will be reviewed annually by the Norman Board of Park Commissioners.

Any update or change to the YFAC Booking & Sponsorship Policies must be at the Recommendation of the Norman Board of Park Commissioners and approved by the Norman City Manager.

YFAC Misson

- The mission of the Young Family Athletic Center (YFAC) is to enrich the quality of life and health through competition and recreational leisure through sports, aquatics, fitness, special events, and various activities in a safe, fun, and family environment.

Definitions

1. **Fee Schedule** – the cost table showing the fixed costs for the public to use or rent YFAC. The Director of Parks and Recreation sets the Fee Schedule on the Norman Board of Parks Commissioners' recommendations. (Exhibit B)
2. **Community/Operational Partner** – a community/operational partner will be defined at the YFAC as a School, Sports Club, or local non-profit that fits in the mission of the YFAC and will be allowed to enter into annual agreements with the Parks and Recreation Department. The Parks and Recreation Department will keep a Community/Operational Partners list. The partners will be recommended

through the Norman Board of Park Commissioners and approved by the Director of Parks and Recreation. (Exhibit B)

3. **Event Rental** – Event rental is for a person, group, business, or non-profit involving 25 or more people using the Athletic or Aquatics areas for athletic competition, banquet, concert, or other miscellaneous event.
4. **Practice or Private Party Rental** – A practice or private party will be defined as a small group of people (25 or less) that use a section of the Athletic or Aquatic meeting room areas for either a practice or a small private party for a group, business, or non-profit.

YFAC Facility

The YFAC Facility is multi-purpose to meet the varied needs of the community. Portions of the Facility available for rent are listed below.

1. Multi-Sport Gymnasium
 - Basketball/Volleyball Courts – The YFAC can be configured for up to 8 basketball courts and/or 12 volleyball courts with bleachers for each court
 - Tournament Office Space
 - Tournament Ticketing Window
2. Competition and Recreation Pools
 - Eight (8) lane 25 meter competition pool
 - Four (4) lane recreation pool
3. Women's Aquatic Locker Rooms
4. Men's Aquatic Locker Rooms
5. Aquatic Family Changing Rooms
6. Meeting Rooms
7. NRHS Clinic Space

Scheduling Policies and Procedures

1. Community/Operational Partner Rentals

Community/Operational Partners must enter into annual agreements that specify all YFAC spaces to be used, dates and times for usage, and fees to be paid. Such agreements shall set forth the reservation payment terms, insurance requirements, and any other applicable and reasonable term(s) related to the use of the YFAC by such Partner.

2. Event Rentals

- a. Reservations for the YFAC can be made up to two (2) years in advance for event rentals and must be made no less than 14 days before the event.

- b. Reservations are on a first-come, first-served basis. The YFAC/Parks and Recreation Department cannot guarantee a reservation until the rental is paid in full.
- c. To reserve dates as an event rental at the YFAC, a deposit of at least 20% must be paid when the facility is reserved. Without this, a reservation is not valid. Lessee must be at least 18 years old to enter into a contract. Signed agreements are binding.
- d. All rental fees, layouts, security forms, cleaning fees, deposits, sponsorship, and agreements with NRHS for sports medicine or other additional costs associated with the event must be paid in full before the start of the rental per the terms of the contract.
- e. Admission fees proposed by Community/Operational Partners or for event rentals must be submitted and approved by the YFAC/Parks and Recreation Department when the rental agreement is submitted.
- f. Event times at the YFAC must end no later than 11:00 p.m. on Sunday-Thursday, with the YFAC completely vacated by midnight. Events must end by midnight on Friday & Saturday, with the building vacated by 1:00 a.m.
- g. Event rental fees are subject to different rental fees than practice or private party rentals.
- h. Alcohol can be approved at events with the written permission of the Director of Parks and Recreation. Alcohol will not be allowed at youth events under any circumstances.
- i. Any event at the YFAC will require proof of insurance that reflects coverage for activities with one million-dollar liability insurance showing the City of Norman, Oklahoma, as a Certificate Holder or Additional Insured.
- j. AFTER PAYING ALL FEES, the YFAC/Parks & Recreation Department will issue a facility rental permit. The permit will be mailed or emailed. If the permittee pays in person at our downtown office, Parks and Recreation will provide a copy of the permit at purchase.
- k. Permits are issued only for the individual or organization whose name is on the permit. If a transfer is requested, the permittee must request an amendment with the YFAC/Parks & Recreation Department.
- l. The permittee should take a copy of the permit to their scheduled event in case of a conflict.

3. Private Practice or Private Party Rentals

- a. Reservation for practices/parties can be made up to 120 days in advance.
- b. Reservations must be scheduled during regular operating hours for the YFAC and are subject to availability.
- c. Each group is limited to a maximum of two rentals per week.
- d. Any cancellations will be subject to the City's cancellation policy.
- e. If renting more than 50% of the lanes in the competition pool, renter will be required to rent the entire pool.
- f. Discounts for the meeting rooms are available if rented in tandem with the Multi-Purpose Gym or the Competition or Recreation Pools.

Payment Policy

- Payment can be made by cash, personal check, cashier's check, money order, or credit card.
- Payment for Events must be paid in full two weeks (14 Days) before the start of the rental.
- Payment for Non-Event rentals is due at the time of booking.
- Personal checks cannot be accepted for reservations made less than 14 days before the rental date.

Cancellation Policy

All cancellations of contracted events must be submitted to City in writing and will be subject to a cancellation fee that will be deducted from any refunded deposits.

- Deposits reservation will be forfeited in full if an event is canceled less than one hundred and eighty (180) days before the event.
- Deposits reservation will be forfeited in full if a practice is canceled less than forty-eight (48) hours before the practice.
- The YFAC/Parks and Recreation Department reserves the right to cancel any event or practice for any reason.
- Events or practices that the YFAC/Parks and Recreation Department cancels will be fully refunded to the lessor.

For Questions about this policy or to rent the YFAC, please contact the Young Family Athletic Center 405-321-9322 / YFAC@normanok.gov or the Norman Parks and Recreation Department at [405-366-5472](tel:405-366-5472)/ParksRec@normanok.gov.

EXHIBIT A

Memberships

Individual Annual Pass	Norman Resident	\$300	year
Family Annual Pass	Norman Resident	\$960	year
Individual Monthly Pass	Norman Resident	\$30	month
Family Monthly Pass	Norman Resident	\$100	month
Individual Annual Pass	Non-Resident	\$360	year
Family Annual Pass	Non-Resident	\$1,200	year
Individual Monthly Pass	Non-Resident	\$35	month
Family Monthly Pass	Non-Resident	\$120	month
Individual Annual Pass	SR/Vet/MIL/FR	\$300	year
Family Annual Pass	SR/Vet/MIL/FR	\$960	year
Individual Monthly Pass	SR/Vet/MIL/FR	\$30	month
Family Monthly Pass	SR/Vet/MIL/FR	\$100	month

Day Passes

Swimming Pass	Norman Resident	\$5	day
Multi-Sports	Norman Resident	\$5	day
Swimming Pass	Non-Resident	\$7	day
Multi-Sports	Non-Resident	\$7	day
Swimming Pass	SR/Vet/MIL/FR	\$5	day
Multi-Sports	SR/Vet/MIL/FR	\$5	day
Swimming Pass	Children 12 & U	\$3	day
Multi-Sports	Children 12 & U	\$3	day
Swimming Pass	Children 3 & U	FREE	day
Multi-Sports	Children 3 & U	FREE	day

Common Rentals

Basketball Court	1/2 Court	\$35	hour
Basketball Court Full Court	Full Court	\$70	hour
Volleyball Court	Per Court	\$70	hour
Pickleball Court	Per Court	\$45	hour
Conference Room	2 Hour Min	\$25	hour
Pool Lane Rental		\$25	hour
Recreation Pool	Min. 2 hours	\$150	hour
Competition Pool	Min. 2 hours	\$250	hour

Event Rentals*

Basketball Court	4 Hour Min	\$65-\$85	hour per/court
Volleyball Court	4 Hour Min	\$50-\$70	hour per/court
Pickleball	4 Hour Min	\$30-\$45	hour per/court
Full Gym (non athletic)	4 Hour Min	\$500-\$750	Full Facility
Full Pool Rental	4 Hour Min	\$500-\$750	Both Pools

EXHIBIT B**SCHOOL PARTNER:**

Norman Public Schools
131 South Flood Avenue
Norman, OK 73069

LOCAL YOUTH LEAGUE PARTNER:

Norman Optimist Club
1005 Lexington Avenue
Norman, OK 73069

TOURNAMENT PARTNER:

Santa Fe Family Life Center
6300 N Sante Fe Ave
OKC, OK 73118

BASKETBALL CLUB:

Trae Young Family Foundation
& Trae Young Basketball
2201 Trae Young Drive
Norman, OK 73069

SWIMMING CLUB:

Sooner Swim Club
1701 Asp Avenue
Norman, OK 73072

VOLLEYBALL CLUB:

TBD

Revenue

Item	No.	Days	Fee	Total
Memberships				
Family	350	--	\$55.00	\$231,000.00
Individual	350	--	\$30.00	\$126,000.00
Senior/Military	100	--	\$25.00	\$30,000.00
Sub-Total				\$387,000.00
Daily Passes				
Pool	20	365	\$5.00	\$36,500.00
Multi Sports	25	365	\$5.00	\$45,625.00
Senior/Military	20	365	\$3.00	\$21,900.00
Sub-Total				\$104,025.00
Rentals				
Swim Club	1		\$50,000.00	\$50,000.00
Basketball Club	1		\$50,000.00	\$50,000.00
Volleyball Club	1		\$50,000.00	\$50,000.00
NPS	1		\$50,000.00	\$50,000.00
Optimist	1		\$50,000.00	\$50,000.00
Tournament	35		\$10,000.00	\$350,000.00
Misc. Rentals	50		\$1,000.00	\$50,000.00
Sub-Total				\$650,000.00
Concessions				
Lease Agreement	1			\$50,000.00
Classes				
Local Leagues				\$100,000.00
Camps	500		\$50.00	\$25,000.00
Aqua Fitness Classes	500		\$5.00	\$2,500.00
Swim Lessons	500		\$50.00	\$25,000.00
Sub-Total				\$152,500.00
Advertising				
Video Boards				\$200,000.00
Misc. Sponsorships				\$50,000.00
				\$250,000.00
Total Revenues				\$1,593,525.00

Maintenance & Operation Budget**Proposed Budget****Salaries & Benefits**

Salaries - Full Time	\$313,425
Salaries - Part Time	\$465,555
Salaries - Temporary	\$62,400
Other Salaries - Overtime	\$5,000
Other Salaries - Benefits	\$81,967
Fica/Medicare	\$10,000
	<u>-----</u>
	\$938,347

Supplies & Materials

Office	\$1,000
Recreation	\$40,000
Operating Chemicals & Maintenance	\$100,000
First Aid Supplies	\$1,000
Plumbing & Electrical	\$1,500
Janitorial	\$7,500
Paint and Paint Products	\$500
Other Building Materials	\$1,000
Safety & Protective	\$2,500
Other - Uniforms	\$2,500
Other - Minor Tools & Equipment	\$2,500
	<u>-----</u>
	\$160,000

Services and Maintenance

Other Professional (Certifications)	\$2,500
Misc. Contract Services	\$100,000
Advertising - General	\$40,000
Office Machines & Equip.	\$2,500
Other Miscellaneous	\$2,500
Janitorial Contract	\$110,000
Telephone Basic	\$1,000
Telephone - Long Distance	\$120
Electricity	\$100,000
Natural Gas	\$50,000
Water & Trash	\$50,000
Refunds & Reimbursements	\$2,500
	<u>-----</u>
	\$461,120

Internal Services Maint.

Building Repair	\$7,500
Printing Services	\$400
Workers Compensation	\$600
	<u>-----</u>
	\$8,500

TOTAL EXPENDITURES**\$1,567,967**

<u>Positions</u>	<u>No.</u>	<u>Rate</u>	<u>Code</u>	<u>Avg. Hours</u>	<u># Weeks</u>	<u>Max. Hours</u>	<u>Insurance</u>	<u>Life Insurance</u>	<u>Taxes & Retirement</u>	<u>TOTAL</u>
Full Time Staff										
Field Operations Supervisor (FT)	1	\$ 67,642.90	N36	40	52	2080	\$ 19,000.00	\$ 70.00	\$ 10,924.33	\$ 97,637.23
Program Coordinator (FT)	2	\$ 50,879.32	N32	40	52	2080	\$ 19,000.00	\$ 70.00	\$ 8,217.01	\$ 156,332.66
Administrative Tech II (FT)	1	\$ 34,769.70	A27	40	52	2080	\$ 19,000.00	\$ 70.00	\$ 5,615.31	\$ 59,455.01
							\$ 57,000.00	\$ 210.00	\$ 24,756.65	\$ 313,424.90
Permanent Part Time										
Recreation Tech (PPT)	3	\$ 15.34	P26	29	52	n/a	n/a	n/a	n/a	\$ 69,398.61
Recreation Leader (PPT)	6	\$ 13.96	P25	25	52	n/a	n/a	n/a	n/a	\$ 108,919.20
Lifeguard Tech (PPT)	3	\$ 15.34	P26	29	52	n/a	n/a	n/a	n/a	\$ 69,398.61
Lifeguard Leader (PPT)	12	\$ 13.96	P25	25	52	n/a	n/a	n/a	n/a	\$ 217,838.40
										\$ 465,554.82
Seasonal Part Time										
Recreation Specialist (SPT)	12	\$ 10.00	T09	10	52	n/a	n/a	n/a	n/a	\$ 62,400.00

Staff Recommendation for
Armstrong Bank Consolidation Project PUD Addition

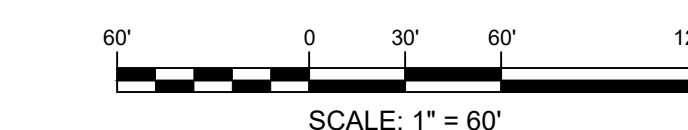
Armstrong Bank Consolidation Project PUD Addition is located in Section 18 of Township 8 North, Range 2 West of the Indian Meridian. It is located on the west side of 24th Avenue SE, just south of the Walmart Supercenter, south of Cedar Lane Road; and across the street from The Links apartments and golf course (See Map). This large development is mostly comprised of a mix of commercial properties and a new Armstrong Bank building, with one block of residential development for long-term senior living units and one block of apartments. There are 400 total units of RM-6-type development in the PUD; requiring 1.77 acres of park land. The other land uses indicated on the PUD do not require any park land dedication.

This development will yield \$30,000 in Neighborhood Park Development Fees and the same amount in Community Park Development fees once all building permits have been issued. The developer has requested a Fee-in-Lieu of land decision for this project; and we agree with that proposal; with the fees collected for this addition being assigned to the Links Park development account. This park is located across the street from the development, adjacent to The Links apartment property (see map). The park will be fully developed in the coming few years, as part of the NORMAN FORWARD New Neighborhood Parks Project. The developer is primarily concerned with platting the area in order to move along the bank construction, and have stated that there are no firm commitments from other developers in this preliminary site development plan. If there is a change in use for the land; then a new preliminary plat will be developed and brought back to park board, which may merit a different decision at that time. Based on what is being presented at this time, it makes the most sense to take a fee-in-lieu of land, in order to avoid taking on a small (under 2 acre) park in a mostly retail and restaurant area; especially with a 4 acre public park across the street from the residential units.

Staff recommends that the Board of Park Commissioners make a fee-in-lieu of land decision for the Armstrong Bank Consolidation Project PUD Addition.



LOCATION MAP
ARMSTRONG BANK
CONSOLIDATION PROJECT PUD



Building and Parking Elements							
BLOCK \ LOT	POTENTIAL USE	Staff	Exam / Beds or DU	Building Area (SF)	Parking Req'd per Norman Code	Min. Prkg Req'd	Parking Shown
1 \ 1	Armstrong Bank (2 Stories)			12,250	1 space/150 CSA	41	42
1 \ 2	Retail / Variety Store			8,025	1 space/200 CSA	40	90
1 \ 3	Restaurant (Drive-Thru & Fast-Food)			4,645	1 space/100 GFA	46	47
2 \ 1	Retail			9,905	4 spaces/1000 GFA	40	54
2 \ 2	Office			5,400	1 space/300 GFA	18	34
2 \ 3	Office			5,400	1 space/300 GFA	18	27
2 \ 4	Office			3,900	1 space/300 GFA	13	13
3 \ 1	Multi-Family (2-Bed Apartments)		300	69,435	1.8 per DU	167	256
3 \ 2	Office			12,300	1 space/300 GFA	41	41
3 \ 3	Office			7,875	1 space/300 GFA	26	27
3 \ 4	Shopping Center 01			40,005	4 spaces/1000 GFA	160	160
3 \ 5	Shopping Center 02			23,025	4 spaces/1000 GFA	92	129
4 \ 1	Restaurant (Sit Down)			6,030	1 spaces/50 CFA	80	87
4 \ 2	Senior Living	30	100	48,200	1 per 4 beds, 1 per 2 hospital staff	40	89
4 \ 3	Office			7,875	1 space/300 GFA	26	26
DEVELOPMENT TOTALS				264,270		849	1,122

CURVE TABLE						
CURVE	DELTA ANGLE	RADIUS	ARC LENGTH	TANGENT	CHORD BEARING	CHORD LENGTH
C1	019°26'18.42"	500.00'	169.63'	85.64'	N 18°43'22" W	168.82'
C2	019°26'18.42"	500.00'	169.63'	85.64'	S 18°43'22" E	168.82'
C3	061°34'22.37"	500.00'	537.32'	297.90'	S 59°13'43" E	511.84'
C4	026°49'49.92"	500.00'	234.14'	119.26'	S 75°43'19" W	232.01'
C5	017°22'26.39"	200.00'	60.65'	30.56'	S 19°00'23" E	60.41'

N:\INWS\6553.00 - ARMSTRONG BANK - NORMAN\PRELIMINARY PLAT\6553 00 PRELIMINARY SITE DEVELOPMENT PLAN 01.DWG
 Created by: Terry Homan, P.E. 09/05/2007 3:04 PM

ARMSTRONG BANK
CONSOLIDATION PROJECT
CEDAR LANE & 24th AVE. S.E.
NORMAN, CLEVELAND COUNTY
OKLAHOMA

SMC
SMC Consulting Engineers, P.C.

PROJECT NO.: 6523.00	No.	
DATE: 05/26/23		
SCALE: 1" = 60'		
DRAWN BY: RWC		
ENGINEER: TERENCE L. HAYNES		
P.E. NUMBER: 16820		

<p align="center">PRELIMINARY SITE DEVELOPMENT PLAN</p>
<p align="center">SHEET NO. PSD-01</p>