



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: K-1718-102**

**File ID:** K-1718-102

**Type:** Contract

**Status:** Consent Item

**Version:** 1

**Reference:** Item 30

**In Control:** City Council

**Department:** Legal Department

**Cost:** \$3,500.00

**File Created:** 02/06/2018

**File Name:** Funding Agreement with Performing Arts Studio

**Final Action:**

**Title:** CONTRACT K-1718-102: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE PERFORMING ARTS STUDIO IN THE AMOUNT OF \$3,500 TO PROVIDE HOSPITALITY SERVICES TO THE GENERAL PUBLIC VISITING THE SANTA FE TRAIN DEPOT.

**Notes:** ACTION NEEDED: Motion to approve or reject Contract K-1718-102 with Performing Arts Studio in the amount of \$3,500; and, if approved, authorize the execution thereof, acknowledge receipt of \$3,467 of unspent funds from PAS, and deposit such funds in Refunds, General Revenue (010-0000-366-1251).

ACTION TAKEN: \_\_\_\_\_

**Agenda Date:** 04/10/2018

**Agenda Number:** 30

**Attachments:** K-1718-102, Request to Finance Committee, Finance Committee Excerpt, PAS PR

**Project Manager:** Kathryn Walker, Assistant City Attorney

**Entered by:** sencinias@normanok.gov

**Effective Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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### Text of Legislative File K-1718-102

Body

**BACKGROUND:** During the budgeting process for fiscal year 2017-2018 (FYE 2018), 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 Performing Arts Studio. Performing Arts Studio (PAS) had received \$7,000 in FYE 2017 to provide hospitality services to Amtrak's Heartland Flyer passengers during both the morning and evening passenger train arrivals/departures. Due to construction at the Depot, PAS did not add hospitality services during the evening train service as originally planned. Only \$3,563 of the \$7,000 FYE 2017 contract amount was utilized in FYE 2017.

**DISCUSSION:** The FYE 2018 agreement which comes before Council at this time is the same basic form agreement for all agencies. The form agreement automatically renews provided the Agency requests the same amount of funding each year and City Council includes it in the budget. Because the amount requested for FY

2018 is different from the amount requested in FY 2017, a new agreement is required. Typically, when the contract automatically renews, a check is sent to the agency after the new fiscal year begins. In this case, a check was not transmitted earlier in the fiscal year because the City was awaiting the execution of a new agreement. The new agreement has been signed and provides that The Performing Arts Studio will provide hospitality services at the Santa Fe Depot in exchange for a grant of \$3,500 of City funds. The agreement includes a reporting procedure by the agency to the Council of expenditures of the funds in an amount not to exceed \$3,500. The agreement also provides for cancellation by either party, 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. PAS has returned \$3,467 in unspent funds from the FYE 2017 agreement. A copy of the check is attached to this item.

**RECOMMENDATION:** Based upon the above and foregoing background and discussion, it is staff's recommendation that the funding agreement submitted herewith be approved. Funds in the amount of \$3,500 should be disbursed from City Council-Contributions and Organizations (010-1001-411.47-41). Staff also recommends Council acknowledge receipt of \$3,467 of unspent funds from PAS and deposit such funds in the Refunds, General Revenue (010-0000-366-12-51).