



200 S. Jones Ave.
Norman, Oklahoma 73069
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Report to City of Norman Finance Committee – January 30, 2020

Oh behalf of the staff and board of The Depot, and the citizens of Norman, please let me begin this report with a heartfelt thanks for continuing to allow us to be the caretakers of this beautiful building. It is Norman's first building and a large part of its history and we couldn't be more grateful. The Depot is thrilled to continue its partnership with the City of Norman to assist in the care of Amtrak's Heartland Flyer passenger train and to care for the Depot. We believe that the programming we provide through the stewardship of this structure on the National Registry of Historic Places not only aids the growth of Downtown Norman and supports its designation as a cultural district by the Oklahoma Arts Council, but promotes a strong and healthy community and makes Norman a great place to live and visit.

For the previous fiscal year, funds in the amount of \$3,500 were disbursed to The Depot to assist in providing services to Amtrak's Heartland Flyer passengers. During that time, we served approximately 15,000 train passengers and other Amtrak-related guests. The Depot provides hospitality to train riders and other guests Monday to Friday from 8am to 9am, when the train departs. This includes a warm lobby to welcome guests, coffee, and Amtrak information services. This function is served on weekends by an extraordinary and dedicated group of volunteers who self-organize their shifts, with all materials and supplies provided by the The Depot. In addition, we received daily visitors and phone calls from potential Amtrak customers looking for travel information.

During the most recently completed fiscal year (June 30, 2018) the funds were used as follows:

Staffing	8-9am M-F	260 hours @ \$14.42/hr	\$3749.20
Supplies	Coffee, cups, filters, paper goods		\$589
Printing	Train Schedules		13.09
TOTAL			\$4351.29

EXHIBIT
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The request of for The Depot for the coming fiscal year is \$5,000. Our staffing costs have increased and as train travel increases as well, we are finding that the cost of supplies, cleaning, and maintenance of The Depot is impacted as well. (Note: I did not include additional maintenance costs in the breakdown of how our funds are used, but is estimated at around \$750). While the Depot has a healthy budget and sufficient revenues to cover our programming costs, we do feel that the duty of hosting and providing services for Amtrak customers is a duty we undertake to allow the City of Norman to fulfill its obligation under the terms of the agreement for the gifting of this building to the city and not a part of our artistic programming. We are happy to serve in this capacity and appreciate the City's support of these efforts.

To cover our administrative costs, the Depot does rent the Depot for events at the following rates:

\$100/hour Friday/Saturday

\$80/hour Sunday-Thursday

Rentals are a minimum of two hours and incur an additional \$50 cleaning fee

Our annual rentals last year totaled \$35,162.00

As requested, attached you will find a year-end financial report for the most recently completed fiscal year. Please feel free to contact me with any questions you may have, or for any other information you require.

Thank you again to the City of Norman for their continued support for the Historic Santa Fe Depot. The Depot's Gallery space has become a mainstay of the Norman Arts Council's 2nd Friday Art Walk, and serves as a concert venue as well for our successful Winter Wind, Whistle Stop and Poetry Series. It also gives us a place to operate to provide the community of Norman with the incredibly popular Summer Breeze Concerts. Your support also allows The Depot the opportunity to provide a community gathering place for events such as the Norman Music Festival, Mardi Gras, and other community events and organizations.

Thank you for your consideration.

Sincerely,



Shari Jackson
Executive Director
The Depot