



# MEMORANDUM

Council Agenda  
Item No. X. L  
2/25/2025

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Concurrence with the Oklahoma City Municipal Facilities Authority in approving Amendment No. 1 to the Lease Agreement with the Central Oklahoma Transportation and Parking Authority, tenant space to operate the City's Employee Health Clinic, 424 Colcord Drive, Suite A, estimated annual cost \$35,208, extending the term through December 31, 2025.

### **Background:**

On October 21, 2014, the Oklahoma City Municipal Facilities Authority (OCMFA) Trustees and the City Council approved the opening of a City Employee Health Clinic (herein referred to as ("Clinic")) to be operated by a third party at a convenient location for City employees.

On February 6, 2015, the Central Oklahoma Transportation and Parking Authority (COTPA) Board approved a Lease Agreement with the OCMFA for an initial term of four years, commencing on the date of occupancy, with a one-year renewal option during the initial term (for a total of five years), and after the initial term, an option to renew for up to three additional five-year terms. The base rent of \$35,208 annually includes the space and all required improvements to the space, includes up to eight parking spaces in the Arts District Garage for clinic staff, and two-hour transient parking passes for patients utilizing the clinic.

On February 4, 2020, The City of Oklahoma City in concurrence with the OCMFA approved an updated Lease Agreement wherein COTPA leased a custom built 2,200 square foot space for the exclusive purpose of operating an employee clinic. The term of the lease agreement commenced on January 1, 2020 and continued through December 31, 2024.

Amendment No. 1 amends the original lease agreement term of five years and extends the term by one additional year, modifying the ending date to December 31, 2025. The extended term is intended to align with the City's continued sponsorship of the Clinic.

Staff recommends approval Amendment No. 1 of the Lease Agreement with Central Oklahoma Transportation and Parking Authority to extend the Agreement by an additional year through December 31, 2025.

### **Estimated Cost:**

\$35,208

**Source of Funds:**

OCMFA Services-Risk/Health Care Insurance-Employee Benefits-Professional Svc-Medical  
(3041-1600450-10016 -52040004)

**Review:**

Human Resources Department

**Recommendation:** Concur with the OCMFA in approving the Amendment.