



PARKS AND RECREATION

To: Mayor and Town Council

From: Dan Baker, Parks and Recreation Director

Through: Mario Canizares, Town Manager
Robyn Battle, Executive Director

Re: Dylan Dr. Lease Renewal – Park Ops

Town Council Meeting – January 9, 2024

Strategic Visioning Priority: 4. Provide Excellent Municipal Services

Agenda Item:

Consider and act upon approval of a lease agreement renewal for 101 Dylan Drive #D for the Park Operations facility.

Description of Agenda Item:

The lease agreement for 101 Dylan Dr. #D housing the Park Operations staff and equipment is up for renewal. The terms of the lease have not changed with the exception of an anticipated rent increase. The Town has leased space at this location since 2012.

Budget Impact:

Rent increased from \$2250 / month to \$2958.64 / month which is an increase of \$708.64 / month. Staff did anticipate an increase which was reflected in the FY 2023-2024 budget request and subsequent award. This expense is being funded from account 100-5310-60-02.

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the lease agreement as to form and legality.

Attached Documents:

1. Frontier Park Commercial Lease agreement

Town Staff Recommendation:

Town Staff recommends the approval of a lease agreement renewal for 101 Dylan Drive #D for the Park Operations facility.

Proposed Motion:

I move to approve a lease agreement renewal for 101 Dylan Drive #D for the Park Operations facility.