



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of April 8, 2014  
Action Item for the City Council Meeting of April 22, 2014

**DATE:** March 23, 2014

**TO:** Ronald L. Olson, City Manager

**THRU:** Susan K. Thorpe, Assistant City Manager  
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Ordinance authorizing the City Manager or designee to execute a lease with Brooks Chapel for property located at 1517 Winnebago for a term of one year, with a four year renewal option.

### **CAPTION:**

Ordinance authorizing the City Manager or designee to execute a lease with Brooks Chapel for property located at 1517 Winnebago for a term of one year, with a four year renewal option.

### **PURPOSE:**

The purpose of this agenda item is to execute a lease agreement with Brooks Chapel for the 1517 Winnebago location.

### **BACKGROUND AND FINDINGS:**

Brooks Chapel AME Early Childhood Development Center, Inc. (Brooks Chapel) has requested a lease to be executed for the purpose of operating a childcare operation at 1517 Winnebago. The daycare will serve as a daycare facility of low and moderate income families at all times in accordance with the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) regulations and all local, state and federal requirements and law.

### **ALTERNATIVES:**

None

### **OTHER CONSIDERATIONS:**

None

**CONFORMITY TO CITY POLICY:**

Council approval is required for the passing of the Ordinance.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency

**DEPARTMENTAL CLEARANCES:**

Legal

**FINANCIAL IMPACT:**

Operating       Revenue       Capital      X Not applicable

<b>Fiscal Year: 2014-2015</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget				
Encumbered / Expended Amount				
This item				
BALANCE				

Fund(s):

**Comments:**

**RECOMMENDATION:**

Staff recommends that City Council pass the presented Ordinance.

**LIST OF SUPPORTING DOCUMENTS:**

Ordinance  
Lease Agreement