



## AGENDA MEMORANDUM

First Reading Item for the City Council Meeting of January 15, 2019  
Second Reading Item for the City Council Meeting of January 22, 2019

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**DATE:** January 3, 2019

**TO:** Keith Selman, Interim City Manager

**FROM:** Becky Perrin, Interim Director, Parks and Recreation Department  
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Lease Agreement with Incarnate Word Academy
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**CAPTION:**

Ordinance authorizing five-year lease agreement with Incarnate Word Academy for the use of Dick Runyan Baseball Field at Evelyn Price Park near 3800 Gollihar Road in consideration of \$50 monthly fee and compliance with property maintenance standards.

**PURPOSE:**

Lease Dick Runyan High School Baseball Field to Incarnate Word Academy.

**BACKGROUND AND FINDINGS:**

In November 2008, the City awarded a five-year Construction and Lease Agreement to Incarnate Word Academy for improvements and lease of Dick Runyan Field. The primary use of the field was to operate a high school baseball program during the months of January through May. Incarnate Word Academy was responsible for improving and maintaining the field during the baseball season. The Parks & Recreation Department was to maintain the field during the off season. In November of 2013 the agreement was renewed for an additional 12-month term and the final contract expired November 2014. The field has been unoccupied and minimally maintained by the Parks & Recreation Department since the expiration of the last lease agreement.

The Parks & Recreation Department is recommending awarding a field Lease Agreement with Incarnate Ward Academy to lease Dick Runyan High School Baseball Field located at Price Park, 3800 Gollihar Road, to use as their primary High School Baseball Field. The City will lease the field "As Is"; Incarnate Ward will pay a monthly lease fee of \$50 and will be responsible for premises' maintenance and improvements.

**ALTERNATIVES:** Do not approve the lease for Dick Runyan High School Baseball Field.

**OTHER CONSIDERATIONS:** Not applicable.

**CONFORMITY TO CITY POLICY:** City Council must approve all lease agreements.

**EMERGENCY / NON-EMERGENCY:** Non-Emergency

**DEPARTMENTAL CLEARANCES:** Parks & Recreation, Legal

**FINANCIAL IMPACT:**

Operating                      X Revenue                       Capital                       Not applicable

<b>Fiscal Year: 2018-2019</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		\$400.00	\$2,600.00	\$3,000.00
BALANCE		\$400.00	\$2,600.00	\$3,000.00

Fund(s): General Fund

**Comments:** The Lease will go into effect upon final City Council approval.

**RECOMMENDATION:**

Approve the lease Agreement with Incarnate Word Academy.

**LIST OF SUPPORTING DOCUMENTS:**

Proposed Lease Agreement  
Ordinance