



STAFF REPORT

DATE: September 5, 2017

TO: Ronald L. Olson, City Manager

FROM: Leslie K. Hinkle, Executive Director of Community Development

SUBJECT: Lease Agreement with Killeen Sister Cities Osan

BACKGROUND AND FINDINGS:

Killeen Sister Cities, Osan has requested that a Korean-style pagoda be constructed and placed on city-owned property, located behind the Killeen Civic and Conference Center adjacent (north) to the Killeen Community Garden. Killeen Sister Cities, Osan has applied for an Arts Commission grant to assist with the construction of the pagoda because it is artistic in nature and details elements of Korean culture through the design and materials used in the construction.

THE ALTERNATIVES CONSIDERED:

Other city properties were mentioned during conversations with Killeen Sister Cities, Osan representatives, but not selected due to space limitations, ease of access, and topography.

CONFORMITY TO CITY POLICY:

City Council must approve all lease agreements that involve city property.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

The general maintenance and upkeep, electric utility costs for lighting, and insurance must be borne by the Killeen Sister Cities, Osan organization. There should be no cost to the city of Killeen other than staff time of the Killeen Civic and Conference Center to reserve the pagoda for functions and events that will take place at the pagoda. City staff does maintain the public grounds at this proposed location and surrounding the Killeen Civic and Conference Center Complex, but no additional cost will be incurred because of this proposed structure.

Is this a one-time or recurring expenditure?

N/A

Is this expenditure budgeted?

N/A

If not, where will the money come from?

Is there a sufficient amount in the budgeted line-item for this expenditure?

N/A

RECOMMENDATION:

Killeen City Council authorizes the lease agreement with Killeen Sister Cities, Osan for a period of ten (10) years and authorizes the city manager to execute said lease agreement.

DEPARTMENTAL CLEARANCES:

Finance

ATTACHED SUPPORTING DOCUMENTS:

Lease Agreement

Plans

Proposed Location

Photo

Legal Description of Property