

# Mayor and Council Communication

**DATE:** 08/26/25

**M&C FILE NUMBER:** M&C 25-0791

**LOG NAME:** 211200WOODHAVEN POLICE LEASE RENEWAL

## **SUBJECT**

(CD 4) Authorize Execution of a Five-Year Lease Agreement with Potter's House of Dallas, Inc. for Space Located at 1200 Woodhaven Boulevard, Suite 1258, for Use as a Police Storefront by the Fort Worth Police Department Until September 30, 2030, with Two Successive One-Year Renewals at \$0.00 Per Month

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## **RECOMMENDATION:**

It is recommended that the City Council authorize execution of a five-year lease agreement with Potter's House of Dallas, Inc. for space located at 1200 Woodhaven Boulevard, Suite 1258, for use as a police storefront by the Fort Worth Police Department until September 30, 2030 with two successive one year renewal options for \$0.00 per month for the entire initial and renewal terms.

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## **DISCUSSION:**

On March 1, 2011, Mayor and Council Communication (M&C) L-15147, City Council approved the execution of a lease agreement with The Potter's House of Dallas, Inc. for space located at 1200 Woodhaven Boulevard, Suite 1258, Fort Worth, Texas 76112 to be used by the Fort Worth Police Department as a police storefront. Such lease agreement was effective March 1, 2001, with an annual rent of \$1,200.00 and an expiration of February 29, 2016 (City Secretary Contract No. 41587).

On June 14, 2016, the City Council approved the execution of an amendment to the lease agreement to extend its term and to add renewal options (M&C L-15914). The lease agreement and its renewals expired on September 30, 2021.

On October 11, 2022, the City Council approved the execution of a one-year lease agreement expiring September 30, 2023, with two successive one-year renewal options for \$100.00 a month (M&C 22-0827, City Secretary Contract No. 58370).

The Fort Worth Police Department and The Potter's House of Dallas, Inc. desire to enter into a new five-year lease for the same space with an initial term to expire on September 30, 2030, with two (2) successive, one-year renewal terms at a monthly cost of \$0.00.

Each renewal term shall be contingent upon approval of Crime Control and Prevention District (CCPD) funds. If CCPD funding is not approved, and alternative funding is not identified, the City of Fort Worth will notify The Potter's House of Dallas, Inc. that the lease will expire at the end of the then-current renewal term.

The total rent amount for each fiscal year is \$0.00. The total rental cost for the new lease and two successive one-year renewals will not exceed \$0.00. The City of Fort Worth is responsible for all utility and telephone payments as part of normal operating expenditures.

Funding is budgeted in the Other Contractual Services account of the CCPD Police Storefronts Department's Crime Control & Prevention District operating fund for the purpose of funding all utility and telephone expenses associated with the lease.

This property is located in COUNCIL DISTRICT 4.

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## **FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that approval of this recommendation will have no material effect on City funds.

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