



## Staff Report

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**File #:** 19-465

**Version:** 1

**Date:** 10/28/2019

**Item #:** 3.3a.

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**TO:** Mayor and City Council

**THROUGH:** Steve Powers, City Manager

**FROM:** Kristin Retherford, Urban Development Department Director

**SUBJECT:**

Real property lease with Oregon Mobile Pet Care, LLC at the Salem Municipal Airport

Ward(s): 2

Councilor(s): Andersen

Neighborhood(s): SEMCA

Result Area(s): Good Governance

**ISSUE:**

Shall the City Council authorize the City Manager to execute the attached lease with Oregon Mobile Pet Care, LLC?

**RECOMMENDATION:**

Authorize the City Manager to execute the attached lease with Oregon Mobile Pet Care, LLC.

**SUMMARY:**

The City owns a small multi-tenant office building (Building) at the Salem Municipal Airport (Airport). Staff has negotiated a lease for a portion of the Building to Oregon Mobile Pet Care, LLC (Wendy Koppel, Member) (Lessee) for office space.

**FACTS AND FINDINGS:**

Staff and Lessee have come to terms on a proposed lease, the key facts of which are below.

Term: 12 months, (November 1, 2019 - October 31, 2020)

Renewal Options: Four 1-year terms

Square Feet: 390 + one dedicated parking space

Rate: \$500/month

**BACKGROUND:**

Rental revenue from the Lease will be directed to the Airport Fund.

Clint Dameron  
Real Property Services Manager

**Attachments:**

1. Proposed Lease