



## Staff Report

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**File #:** 20-278

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**Item #:** 3.3f.

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**TO:** Mayor and City Council

**THROUGH:** Steve Powers, City Manager

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

### **SUBJECT:**

Lease amendment for property located at 960 Liberty Street SE to expand City of Salem employee health clinic

Ward(s): 2

Councilor(s): Andersen

Neighborhood(s): SCAN

Result Area(s): Good Governance

### **ISSUE:**

Shall the City Council authorize the City Manager to execute the attached lease amendment to increase the square footage of the City's existing lease?

### **RECOMMENDATION:**

Authorize the City Manager to execute the attached lease amendment to increase the square footage of the City's existing lease.

### **SUMMARY:**

On June 25, 2018, City Council authorized the City Manager to execute a lease (Lease) (Attachment 1) with 960 Liberty, LLC for 1,678 square feet of space to be used as a health clinic for City employees. The Lease term is for five years and commenced on August 1, 2018. The building is owned by Swift Mountain, LLC (Lessor) (George Miller, Member).

### **FACTS AND FINDINGS:**

Staff and Lessor have come to terms on a proposed amendment (Amendment) (Attachment 2) to the Lease to increase the square footage of the Health Hub, the City's employee health clinic. Key terms

of the Amendment:

New lease square footage: 2,305 (1,678 previously)

New monthly lease rate:	8/1/2020	\$4,161.55
	8/1/2021	\$4,244.78
	8/1/2022	\$4,329.67

All other terms of the original Lease remain in effect.

**BACKGROUND:**

Funds for the Lease will come from the Self Insurance Fund.

Clint Dameron  
Real Property Services Manager

**Attachments:**

1. Lease
2. Proposed Amendment