



CITY OF SALEM

585 Liberty St SE
Salem, OR 97301

Staff Report

File #: 20-457

Version: 1

Date: 11/23/2020

Item #: 3.3b.

TO: Mayor and City Council

THROUGH: Steve Powers, City Manager

FROM: Kristin Rutherford, Urban Development Department Director

SUBJECT:

Commercial lease with Pringle Place, LLC for storage of City supplies

Ward(s): 2

Councilor(s): Andersen

Neighborhood(s): Morningside

Result Area(s): Good Governance; Safe Community

ISSUE:

Shall the City Council authorize the City Manager to execute the attached lease with Pringle Place LLC?

RECOMMENDATION:

Authorize the City Manager to execute the attached lease with Pringle Place, LLC.

SUMMARY:

As a result of the water advisories in 2018, the City acquired a large supply of bottled water for emergency use. The remaining supply can be used for future events that cause a need for bottled water. Sufficient storage space is unavailable in City facilities. On December 10, 2018, Council authorized the City Manager to enter into a lease with Pringle Place, LLC (Lessor) for warehouse space in which to store the water. That lease expires on December 31, 2020, and it is necessary to execute a new lease to continue occupying the space.

FACTS AND FINDINGS:

Staff has come to terms on a lease (Lease) (Attachment 1) with Pringle Place, LLC (whose Member is J&S Morgan, LLC, (James and Susan Morgan, members)) for warehouse space located at 2558

Pringle Road SE, Suite E (Attachment 2).

Key terms of the Lease are stated below.

Commencement: January 1, 2021
Term: One year
Square Feet: 1,622
Rate: \$10,800 annually
Renewal Options: Two one-year options

BACKGROUND:

Funding for the Lease will come from the Public Works Operations Administrative Fund.

Clint Dameron
Real Property Services Manager

Attachments:

1. Proposed Lease
2. Map