



Memorandum

To: City Council and Brian Sjothun, City Manager
From: Kelly A. Madding, Deputy City Manager
Date: 8/30/2017
Re: Carnegie Lease Procedure

During the August 3rd City Council meeting the City Council asked staff to bring back the options for the lease procedure of the Carnegie building. Below are options for a leasing procedure:

Lease – no process prescribed by Medford Municipal Code

1. Council can determine if there are certain parameters/characteristics of the Lessee that are a priority:

For profit, Non-Profit, or both;
Hours or days of operation;
High traffic volume versus low traffic volume;
Number of patrons;

2. Council can direct staff to issue a notice announcing the City's desire to lease the property with no priorities.

Staff recommends at a minimum the information in the request for responses include language that lease payments will cover the cost of City maintenance both for the building and the grounds including funding for long-term capital improvements such as a new roof and/or HVAC system.

3. A. A subgroup of the Council can hear presentations from the respondents;
B. The full Council can hear presentations from the respondents; or
C. No presentations required.
4. A. A public hearing may be held; or
B. May not be held.
5. A. A subgroup of the Council can make a recommendation to the full Council; or
B. The full Council can review the responses and take action during a City Council meeting.



City of Medford

Office of the City Manager

Continuous Improvement ~ Customer Service

Memorandum

To: City Council and Brian Sjothun, City Manager
From: Kelly A. Madding, Deputy City Manager
Date: 8/30/2017
Re: Former Fire Station #2 Sell/Lease Procedure

During the August 3rd City Council meeting the City Council asked staff to bring back the options for either the sale or lease of Former Fire Station #2 and what the procedure would be for each.

Sale – procedure is prescribed by Medford Municipal Code 2.197

Declare property surplus via a public hearing;
Get an appraisal; and
Council can determine terms such as: minimum price.
Property listed by City's real estate agent of record or sold via bid. If by bid, noticing for at least 2 weeks is required; or
Council may authorize sale or lease of property to certain non-profit organizations for nominal consideration.

Lease – no process prescribed by Medford Municipal Code

Council can determine if there is a priority in terms of what group or who to lease to; or
Council can direct staff to issue a notice announcing the City's desire to lease the property.

A subgroup of the Council can hear presentations from the respondents; or
The full Council can hear presentations from the respondents; or
No presentations required.

A public hearing may be held; or
May not be held.

A subgroup of the Council can make a recommendation to the full Council; or
The full Council can review the responses and take action during a City Council meeting.

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