
Sec. 9-7. Procedures for leases of city-owned or city-leased real properties.¹

- A. Leases recommended by city Boards.
- (1) If all the Boards have recommended that a particular city-owned or city-leased unused property be leased, pursuant to § 9-4, then the Mayor is authorized to negotiate and execute a lease for said property, subject to approval by the Board of Finance and the Board of Representatives. Such lease shall not exceed a term of five (5) years, with a renewal option of not more than five (5) years.
 - (2) The Mayor is authorized to execute renewals, as provided in the lease, for all leases executed after the effective date of this section.²
- B. Preexisting leases.
- (1) If a current lease does not contain a renewal option, the Mayor is authorized to negotiate and execute a renewal of said lease, but only under the same terms and conditions of the current lease. The renewal shall not exceed one (1) year and shall require approval by the Board of Finance and the Board of Representatives. Only one (1) such renewal shall be executed.
 - (2) If a current lease does contain a renewal option, the Mayor is authorized to execute the renewal as provided.
- C. Special leases.
- (1) Notwithstanding the process of establishing property recommendations and leasing such properties as established in Subsections A through B above, the Mayor may negotiate and execute the lease of any city-owned or city-leased property, subject to such terms and conditions as the Mayor may deem to be in the best interests of the city, provided that such lease shall be approved by the Planning Board, the Board of Finance and the Board of Representatives, in that sequence. Approval by the Board of Representatives must be by resolution.
 - (2) Where a property contains multiple rental units, the Mayor may request approval of a prototype lease and may, after approval by all three (3) Boards, negotiate specific rents and terms with the prospective tenants and execute leases for individual units. Any lease so executed shall be forwarded to the Board of Finance for its information within thirty (30) days after such execution.
 - (3) The procedure for approval and authorization to execute such special leases shall be the same as that provided for special sales in § 9-6A through B above.
- D. Any temporary use of city-owned or city-leased property which exceeds a period of three (3) months shall require the same process of approval as that required for a lease.

¹Amended 10-5-1987 by Ord. No. 595; 5-6-1991 by Ord. No. 674; 11-7-2001 by Ord. No. 968.

²**Editor's note**—Ordinance No. 674, which amended this section, took effect 5-26-1991.