REUSE CHART

1 the City Department in custody of subject property submits to the Mayor a written record of the decision to declare property available for sale, lease or for a different municipal purpose.

2 the Mayor dockets written record with the Clerk and the Clerk notifies the Director of planning and development

Within 45 days of the notification

3 the Director submits a written report to the Clerk recommending whether the property, or any portion of the property, should be transferred to a different department or declared available for sale or lease.

Upon receipt of the report

4 the Clerk dockets the item with the City Council for referral to real property reuse committee (the "Committee").

At least 10 days prior to Committee taking up initial determination

the Clerk must send notices to abutters

Prior to taking up initial determination (OPTIONAL)

the Committee may hold a public hearing for public comment

5 The Committee makes an initial determination that the property will be: (a) sent back to the sending department, either for the same or different purpose; (b) transferred to another department; or (c) made available for sale or lease.

6 If the initial determination is (a) or (b), the initial determination becomes the Committee's recommendation

If the initial determination is to make the property available for sale or lease, a joint advisory planning group ("JAPG") is created. An initial determination to make property available for sale or lease is non-binding. JAPG consists of not more than 9 members: 5 appointed by the president of the City Council, and 4 appointed by the Mayor.

Within 180- days of JAPG formation, or further time as the Committee permits

7 JAPG works with the department of planning and development to identify future use of the property, including possible continued municipal use, and submits a written report with recommendations to the Committee.

Within 30-60 days from submission of report

8 the Committee holds a public hearing

Following the public hearing

9 the Committee makes its recommendation to City Council. If the recommendation is for sale or lease, the recommendation may include the future use, the specific use characteristics, and the minimum financial terms.

Within 60 days from Committee's recommendation

10 the City Council shall vote on its recommendation to the Mayor. A 2/3 vote is required.

11 If the Mayor is in agreement, she will proceed according to the City Council's recommendations.