

PAVE COMMITTEE
Property Management Project
Meeting Minutes – April 12, 2019 at 9:30 AM
City Manager Conference Room

Member Attendance:

Rick Riker (Chair & City Councilor)
Dennis Roler (Vice Chair & City Councilor)
Barry Eames (City Councilor)
Joel King (City Councilor)
Linda Barkey
Tom Bradbeer
David Corsi
Connie Roach

Staff/Liaison/Other:

Jay Meredith (Finance Director)
Lora Glover (PCD Directory)
Jason Canady, (Public Works Director)
Wendy Giordano (Parks & Property Mgmt. Superintendent)
Mike Byrne (Property Management Coordinator)

Guests:

Citizens:
Germain Cartmell
Diane Anders
Sarah Runkle
Caleb LaPlante

1. Roll Call:

- Chair Riker opened the meeting at 9:31 AM and took roll.
- Members Corsi and Roach were not present at this time.

2. Introductions:

- None.

3. Public Comment:

- Sarah Runkle works at OSU (Oregon State University) Extension and is co-Chair of Blue Zones Food Policy Committee. She stated that the River Road Reserve property presents a unique opportunity for recreational use, as well as local food production, and she would encourage the council to continue discussion regarding its potential.
- Diane Anders suggested that the River Road property could be a part of tourism, using the Balloon Festival as an example.
- Members Corsi and Roach arrived.
- Caleb LaPlante is the founder and chair of the Balloon Festival, and President of Southern Oregon Air Academy. He believes that the River Road property supports a variety of uses for the community.

4. Approval of Minutes:

- Approval of Minutes from March 22, 2019.
- Minutes are unavailable and will be approved at the next meeting.

5. Action Items:

a) Designate citizen members for at-large and project specific committee positions (two each):

- Jay explained that two citizen members are needed for each committee position. Two Citizens at Large who will serve a two-year term, and two assigned to this specific project.
- Member Corsi stated he would like to be designated just for this property project.

- Member Barkey stated she is interested in being a Citizen at Large.
- Jay was asked if there are any future PAVE (Performance Audit, Visioning & Enhancement) topics. He stated they are considering transportation and maintenance operation, and various administrative services.
- Member Roach stated she would be interested in looking at what properties might be surplus. Jay clarified that as part of this project, the committee will be reviewing city-owned properties to see if there is a better use or if they are eligible for surplus.
- The second part of this project is creating an operations plan for property management.
- Member Bradbeer stated he'd like to be considered for Citizen at Large.
- Jay stated that he will designate Members Bradbeer and Barkey for Citizens at Large and Members Corsi and Roach for this project.

b) Review draft list of City-owned properties eligible for review:

- Jay provided a draft excel spreadsheet that listed properties for review.
- The list was narrowed down and sorted by code usage. For example, empty lot, rental, or park reserve.
- Under the park reserve category, he did not list properties that are already in the early stages of development. For example, Dollar Mountain and Hillcrest.
- There was discussion about including some Dollar Mountain properties to the review list. Jay stated he will add the Dollar Mountain properties in the NE part of the Dollar Mountain properties that are in or bordering on the City UGB.
- There was discussion on what the acronyms in the columns mean.
- There was discussion about the different type of deeds and their meanings.
- Jay gave examples of issues they may find when reviewing properties. For example, there are properties right next to the river that appear ideal, but have multiple utilities running through them, so it might be challenging to develop them.
- Member Barkey noted that she found two properties shown on the maps provided at the last meeting that are not on the draft list. Jay stated he will take another look at those properties.
- There was discussion about how the committee would proceed in reviewing the properties. Jay stated that it is up to the committee to determine what process they will be comfortable with.
- There was discussion about the process to develop the list and if there are any properties that are currently being used on the list. Jay stated that his staff is not aware of any currently being used.
- Councilor King suggested that at each meeting they have a standing agenda item, so they won't miss anything.
- There was discussion about the River Road Reserve and whether the committee should look at it as a part of their process. Jay recommend they not review the reserve because it is already on the City Council agenda for May 28th, but he stated that it is the committee's decision.
- Chair Riker suggested they focus on the Reserve at the next meeting.
- Lora stated they can provide the presentation that was given to the City Council. Jay stated he will send it out before the next meeting.

c) Review first draft of Property Evaluation Matrix and discuss scope/process of reviewing eligible properties.

- Jay provided a first draft of the Property Evaluation Matrix.
- Jay revisited the topic on how the committee will need to decide whether they will be evaluating properties internally or hire a consultant.
- Jay offered pros and cons for evaluating internally versus hiring a consultant:
 - While staff time is limited due to their current work load and staffing shortages, they can be made available to assist the committee; however, this may extend the time it takes for the committee to do an internal review.
 - Whether they hire a consultant or not, it will not be a quick process.
 - There may be potential for bias from staff versus having an independent consultant.
 - An independent consultant may offer an expertise in property development that staff lacks.
 - The cost to hire a consultant versus using internal staff would likely be similar.
- Jay's recommendation is to use an external consultant.
- Member Roach asked how they would be delayed if they went with a consultant. Jay stated that whether they go through a bidding process to receive proposals from professionals with an expertise in this area or if they keep it internal, the process would take approximately two to three months.
- Jay estimated that the cost to hire a consultant is approximately \$25,000 to \$40,000.
- There was discussion about the value of hiring a consultant, and whether they could do their own internal review first and then bring in a consultant.
- Lora suggested that they set up the meeting room with GIS (Geographic Information System) for their next meeting so they can quickly decide on what properties they can begin evaluating or ones they can set aside for later. Jay will add this to the next meeting's agenda.
- There was discussion on what evaluation fields would be included in the first draft of the Property Evaluation Matrix.
- The committee would like five points to help them score and decide on high priority items.
- Jay recommended that the committee do a preliminary GIS review and then discuss the process from there.
- There was discussion about the committee meeting every three weeks instead of once a month.

d) Presentation about the property management operations/budget and preliminary input on the scope of performance audit/strategic plan of property management operations:

- Wendy presented on Property Management Operations.
- She provided a list of properties that Mike's crew manages and maintains, as well as copies of the budget for the current fiscal year.
- Revenue for Property Management comes from a square footage charge that is billed to each department.
- Vacant properties are paid from the General Fund.
- Downtown has a smaller budget and receives some revenue from things like parking lot permits, but mostly from the lodging tax.
- Property Management provides building maintenance, improvements, renovations, etc.

- Mike manages multiple aspects, which include three residential rentals, storage, coordinating janitorial services, ground maintenance, the downtown sidewalks, planters, decorative light posts, flower baskets, trash collections, etc.
- Mike's stated that the downtown takes up most of his time, and his crew includes three full-time staff, with additional help in the summer.
- Councilor King would like to review the presentation information and discuss at the next meeting.
- Jay reminded the committee that its goals are to review the city-owned properties and review the operations plan for Property Management.
- Jay will provide the committee with a scope template, so they understand what they will be working with before the have that discussion.

6. Matters from Committee Members and Staff:

- Councilor King thanked the citizen guests and acknowledge their comments regarding the Rogue River Reserve.

7. Future Agenda Building and Set Date for Next Meeting:

- River Road Reserve properties.
- Allowable uses for properties.
- Review eligible properties with GIS.
- Follow-up questions on the Property Management Presentation.
- Next meeting is April 26, 2019 at 9:30am.

8. Adjourn:

- Meeting adjourned at 11:12 AM.

These minutes were prepared by Julia Wright, City of Grants Pass Administration.