

PAVE COMMITTEE
Property Management Project
Meeting Minutes – February 6, 2020 at 9:30 AM
Courtyard Conference Room

Member Attendance:

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

Staff/Liaison/Other:

Jay Meredith (Finance Director)
Lora Glover (PCD Director)
Mike Byrne (Property Management Coordinator)

Guests and Public in attendance:

Brad Rafish (Merina+Co)
Jordan Henderson (Merina+Co)

1. Roll Call:

- Chair Riker opened the meeting at 9:30 AM and took roll.

2. Introductions:

- Brad Rafish and Jordan Henderson from Merina+Co were introduced as the project team from the consulting firm for this PAVE project.

3. Public Comment:

- None

4. Approval of Minutes:

- Approval of Minutes from December 13, 2019.

Councilor Eames moved, and Councilor King seconded the motion to approve the Minutes as submitted. The vote resulted as follows: “AYES”: Chair Riker, Vice Chair Roler, Councilors Eames and King, and Members Roach, Barkey, and Bradbeer.

“NAYS”: None. Absent: Member Corsi.

Motion passed.

5. Action Items:

a) Introduce the project team from Merina+Co. for the Operations Plan for the Property Management Division. Discuss the project schedule and onsite work being done during the week of February 3rd, 2020. Discuss the scope of the project as well as the PAVE Committee’s role in providing feedback during the project.

- Brad and Jordan introduced themselves and talked about the onsite work they had already done so far during this week. They had already met with 16 staff members and have taken tours of most of the city facilities being overseen by property management or being considered for property management, including the Yard, City Hall, the Downtown Welcome Center, and all the public safety facilities.
- Brad and Jordan have already received a lot of information about the property management budget and operations and they plan to come back for a second onsite field work trip in the near future.

- Jay mentioned that typically for these projects when the work and report is nearing completion, the contractor will come back and make a presentation to the PAVE committee regarding the draft report so that staff and the committee can hear the findings, recommendations, and have an opportunity to provide feedback on the draft report.
- Brad shared that his preliminary / first impressions from the short time onsite is that the property management team is passionate and devoted. Property management “wears a lot of hats” and maintains a wide range of facilities. Opportunities for improvements will be shared later after the project is further along.
- Jay mentioned that property management has not traditionally overseen any of the major public safety facilities. What the City is considering doing is having property management take over the maintenance of the new public safety building and so that will be considered during this project.
- Brad and Jordan also shared a rough timeline for the completion of the project and answered a few questions from committee members. They expect to be back in March to do a facility condition assessment.
- Jay shared some information about the committee’s role in providing feedback during the project.
- Brad and Jordan said eventual recommendations will be prioritized.

6. Matters from Committee Members and Staff:

- None.

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

- The next meeting is to be determined but will likely be at least 2-3 months out after the project is nearing completion.

8. Adjourn:

- Meeting adjourned at 10:02 AM.

These minutes were prepared by Jay Meredith, Staff liaison for the committee.