

PAVE COMMITTEE
Property Management Project
Meeting Minutes – March 22, 2019 at 9:30 AM
Court Yard Conference Room

Member Attendance:

Rick Riker (City Councilor)
Dennis Roler (City Councilor) – Late
Barry Eames (City Councilor)
Joel King (City Councilor)
Linda Barkey
Tom Bradbeer – Absent
David Corsi
Connie Roach

Staff/Liaison/Other:

Jay Meredith (Finance Director)
Wendy Giordano (Parks & Property Mgmt Superintendent)
Mike Byrne (Property Management Coordinator)

Guests:

Caleb LaPlante, Citizen
Shaun Hall, Daily Courier

1. The meeting was opened, members introduced, and roll taken:

- Member Bradbeer was not present.
- Councilor Roler was not present at this time.

2. Appoint Committee Chair and Vice Chair:

- Councilor Eames nominated Councilor Rick Riker as Chair.

MOTION/VOTE

Councilor Eames moved and Councilor King seconded motion to nominate Councilor Rick Riker as the Chair for this committee.

The vote resulted as follows: “AYES”: Councilors Riker, Eames, King and Members Barkey, Corsi, and Roach. “NAYS”: None. Abstain: None. Absent: Councilor Roler and Member Bradbeer.
Motion passed.

- Chair Riker nominated City Councilor Dennis Roler as Vice Chair.

MOTION/VOTE

Councilor Eames moved and Chair Riker seconded motion to nominate Councilor Dennis Roler as the Vice Chair for this committee.

The vote resulted as follows: “AYES”: Chair Riker, Councilors Eames, King and Members Barkey, Corsi, and Roach. “NAYS”: None. Abstain: None. Absent: Councilor Roler and Member Bradbeer.
Motion passed.

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

- Jay recommends that this designation is deferred to a future meeting.
- He stated that normally two citizen members will have some expertise in the area they are reviewing, and the other two citizens will carry over from project to project. They need to see which citizen members are interested. He believes Member Bradbeer may be interested.

4. Discuss the PAVE (Performance Audit, Visioning & Enhancement) Committee project process and timelines for the Property Management and City Property

Review project (scoping the project, RFP, project oversight, review draft recommendations, strategic planning):

- Jay reviewed the PAVE Committee project process document with the committee.
- He stated that the PAVE Committee is an advisory committee to the City Council. This one is unique in that half of the City Councilors participate on the committee.
- Public meeting notices apply, and all deliberations should be in those public meetings and not by email or otherwise.
- The Chair typically speaks for the committee in Council meetings or public/media inquiries.
- PAVE projects are a combination of a performance audits and strategic plans.
- The performance audit is an efficiency study. It is intended to be a review of an operation's efficiency and effectiveness. He stated that over the years they have received good recommendations from these projects.
- In the past, they received great recommendations from PAVE, but there wasn't a collaborative effort to take those and look forward.
- Vice Chair Roler arrived at the meeting.
- Jan continued, stating that about 4 or 5 years ago, their audit committee became their PAVE committee and they started to build a strategic plan into these projects.
- The committee's first responsibility is to develop a scope for the project. They take input from all stakeholders and then the committee approves the scope and sends it to the City Council. The Council will review and then the committee will go out to bid for the project.
- When they go out to bid, they hire a consultant firm or a specialist.
- They release a Request for Proposal (RFP), the PAVE committee reviews those proposals and then makes a recommendation to the City Council.
- PAVE usually has one meeting with the contractor during the information gathering process to provide input. The consultant gathers feedback from all stakeholders.
- Towards the end of the fieldwork, the committee reviews recommendations and participates in the strategic planning process.
- They will forward the final draft of the report to the City Council. The consultant will usually make a presentation to the City Council and then the committee will finalize the report.
- After the final report, staff will work to implement the recommendations and strategic plans as appropriate.
- Any major project recommendations that would involve changes in level of serves, or require significant resources, will go through City Council's annual strategic planning process.
- Jay noted that just because recommendations come out of one of these projects, doesn't mean they will automatically implement them. It is hoped that through the strategic planning process they end up with some recommendations they all agree with.
- There was discussion about if the purpose of the committee, which is to review all the city-owned properties that are not being used in the primary part of the City's operations. For example, properties that were acquired for a specific purpose, but are no longer needed for that purpose. It is going to be up to the committee to determine how to utilize or get rid of these excess properties.
- Once the properties are identified, then there could be a consensus by the committee to utilize a consultant for more difficult properties.

- Councilor King would like to see a matrix with evaluation criteria, so they have a tool to help with the decision-making process.

5. Preliminary input on scope of the project and process of gathering input on project scope from all stakeholders:

- Jay asked the Chair to call on people as they speak so the minute taker will know who is talking.
- Jays stated there are two major parts of the proposed project.
- The first is a performance audit and strategic plan for their Property Management Division, which Mike and Wendy oversee.
- The second is the review of properties.
- Prior to their next meeting, Jay can send out a template for the scope of the performance audit and strategic plan (committee wanted to hear a presentation on the property management operation before talking about scope specifics).
- For the review of excess properties, they could end up doing two different contracts.
- One contract for the performance audit and strategic plan of property management, and one contract for any properties that require a specialist to help them review.
- Whether or not they hire a consultant for each contract is up to the committee.
- They discussed Councilor King's idea of having a matrix and how it would help them decide if they would hire a consultant when they start reviewing excess properties or if they would keep within the committee because of their expertise.
- Jay stated that out of approximately one dozen properties, most of them were involved with Parks, but the original intent may have changed. He anticipates that this process can help in updating the Parks Master Plan.
- Member Corsi would like to see a copy of the City's goals, so they can consider them during this process. He also requested a list of the properties from Jay.
- Jay stated that their GIS (Geographic Information System) team put together a spreadsheet listing all city-owned property. Jay will email a copy to the committee.
- GIS also put together maps for four different quadrants of the City, specifying city-owned property as Parks Reserved Property, city right-of-way, and property for the committee to review. Jay will send a link of the PDF file to the committee.
- There was discussion that as the committee identifies the properties they want to review, they will document how they were acquired by the City. For example, the City purchased land near Allen Dale School with plans to work with the school district to build a park. This plan fell through and now they need to decide what to do with the land.
- There was discussion of whether this project will take into consideration any future land purchases. This can be a component that they use as they review properties.
- There was discussion about looking at every city-owned property, regardless of assigned purpose.

- The intent of this is to look at every city-owned property that is not developed or not used in any primary city purpose, which would include parks reserve properties.
- They discussed first reviewing properties that are most likely not needed
- There was discussion about having staff or a subcommittee put together a matrix for the committee to review and make their recommendations. Councilor King recommended setting criteria for reviewing each property: is it legal, is it economically desirable and is it technical possible.
- Jay stated that the first task will be to identify all the properties they should review, and the second task will be to develop the matrix. He will bring a first draft to the next meeting.
- Jay stated that would be possible for staff to assist with this.
- There was discussion about whether they would bring in a consultant to assist with the property management performance audit. One of the benefits is having some who is impartial, but they want to make sure they are getting value from the money they spend.
- Jay suggested that in their next meeting they can do an overview of property management, budget and how everything works.
- He stated that the committee can recommend to the Council not to bring in a consultant.
- Jay stated that for property management, Mike and Wendy will come back and make a presentation that will include the budget. He estimates that the cost of a consultant would be \$15,000 to \$25,000.
- Jay stated that for the property review, the committee can look at the maps today and he can give them an idea of what properties they will be reviewing. He will send a PDF file to the committee.
- Jay detailed the fields that are in the spreadsheet that he will be sending to the committee. It includes, tax account number, appraised value, market value, sale date, sale price, zone, legal acreage and code usage. He was asked to include the definition of the zone and whether there are improved residential or business structures.
- Jay stated that most of the properties are undeveloped.

6. Public Comment:

- Shawn Hall appreciates the opportunity to gather information and looks forward to the discussions.

7. Set next meeting date and agenda and establish preferred meeting times.

- The committee meet will meet approximately 7-9 times during the project.
- The next meeting will be April 12, 2019 at 9:00 AM.

Meeting adjourned at 10:52 AM.

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