



Request for City Council Committee Action From the Department of Public Works

Date: December 13, 2005
To: Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee
Referral to: Honorable Barbara Johnson, Chair Ways and Means Committee

Subject: City-owned Land Inventory Project

Recommendation:

Increase Appropriation in Fund 4100-923-9242 by \$100,000.00 to be utilized for City-owned Land Inventory Project. The revenue source is the Land Disposition Fund 4100-923-9242.

Prepared by: Steven Kotke, Deputy Director of Public Works for Internal Services. 673-2402
Approved by:

Klara A. Fabry, P.E., City Engineer, Director of Public Works

Presenters: Steven Kotke, Deputy Director of Public Works for Internal Services

Financial Impact (Check those that apply)

- No financial impact - or - Action is within current department budget.
(If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain):
- Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information: The City Council's 2005 budget directed the consolidation of City real estate transaction functions and the creation of a single City-owned land inventory database. The creation of this database will enable reporting and analysis of information related to all categories of City owned properties, and thus allow staff to more quickly make appropriate operational decisions regarding the disposal of unneeded properties for private use. This will be accomplished by moving information about municipal operations properties (both ROW and non-ROW) onto the MINS system so that all City-owned land inventory information resides in one place. An intermediate step includes refining/cleaning the ROW portion of the data so that it is accurate and consistent with other existing City and County inventories. A secondary and related goal is to create appropriate business processes – including MINS reports and mapping capabilities. The results of this initiative will allow the city to better

manage its land inventory including opportunities to dispose of property which will reduce maintenance and holding expenses and release developable land to the private sector.

Public Works and CPED have requested BIS to provide project management services for this initiative. Besides internal costs, it was necessary to hire up to three personal service contract employees for an estimate of four months to assist in the review and data collection of the City's ROW inventory. Over the last several years when municipal operation properties have been sold, many of the proceeds have been deposited into the Property Disposition Fund for purposes of this land inventory project and other related projects. We are requesting authorization to appropriate \$100,000 of the funds to 4100-923-9242 (Property Disposition Fund) in order to utilize those funds to pay for the anticipated expenses associated with this project. It is our expectation that the sale of properties identified in the initiative will more than cover any expenses incurred.

Therefore, we are requesting an increased appropriation in Fund 4100-923-9242 by \$100,000.00 to be utilized for City-owned Land Inventory Project. The revenue source is the Land Disposition Fund 4100-923-9242.