

**Moore-Love, Karla**

---

**From:** Ames, Betsy  
**Sent:** Tuesday, July 07, 2015 9:02 AM  
**To:** City Elected Officials Exec's; Moore-Love, Karla; Howard, Patti; Callahan, Shannon; Dunphy, Jamie  
**Cc:** Enge, Bryant  
**Subject:** Amendments for Disposition of City Real Property Policy  
**Attachments:** Amendments for Disposition of City Real Property Policy.docx; Exhibit A Adopt the Disposition of City Real Property Policy Amended 070215.docx; Resolution Adopt the Disposition of City Real Property Policy Amended 070115.docx

Good morning –

Attached are the revised documents for Council consideration of the Disposition of City Real Property Policy based on last week's hearing and follow up with the Council offices. The "Amendments . . ." document describes the three amendments to be considered on tomorrow morning and the amendments already approved on the 1<sup>st</sup>. I've incorporated these changes into the two other documents (**bold** strike-through underline for those already voted on; *italicized* strike-through underline for those that the Council still needs to consider). Per the Council's discussion last Wednesday, ONI shared with their distribution list late Thursday afternoon.

Thanks all. If you have any questions, please let us know.

*Betsy Ames*  
*Sr. Policy Analyst*  
*Office of Management and Finance, City of Portland*

503 823-4269  
[Betsy.Ames@portlandoregon.gov](mailto:Betsy.Ames@portlandoregon.gov)

## Disposition of City Real Property Policy

### Proposed Amendments to be considered at July 8 City Council Hearing

Proposed amendments indicated in *italics* using underlined text (additions) and strikethrough text (deletions).

#### Commissioner Fritz Amendment

To allow bureaus to express interest, even when current budget constraints limit their ability to act in the near term, amend "III.B Internal notification process for excess real property" to read:

#### III.B. Internal notification process for excess real property

3. Each City bureau, .....

- a) If interest from another City bureau or office is received by the City Real Property Coordinator, the City Real Property Coordinator shall coordinate contact between the interested City party and the originating bureau. *A bureau may indicate interest even if funding is not currently available and may develop funding options as part of the budget process.* If terms and conditions are agreed upon between the City parties, an ordinance will be placed on the Council's regular agenda by the originating bureau. The ordinance will ask Council to designate and assign the property to the interested City party.

#### Commissioner Fish Amendment

To ensure Neighborhood Association receipt of notification and ensure that Neighborhood Associations have the opportunity to comment, amend "III.C. External notification process for excess real property" to include additional follow up to the Neighborhood Association's Neighborhood Coalition office if no response has been received within the first 30 days.

#### III.C. External notification process for excess real property

1. If no City bureau ...

- c) The City Real Property Coordinator shall provide written notice of the proposed disposition and the Public Comment Period to the Neighborhood Coalition, the Neighborhood Association (including the Land Use Representative of the Association, if one is identified in the Office of Neighborhood Involvement Directory) and the Business Association for the area in which the property is located, of the bureau's intent to dispose of the property. *The City Real Property Coordinator shall call the Neighborhood Coalition office if the Neighborhood Association has not responded within 30 days.*

### Commissioner Saltzman Amendment

To ensure consideration, when practicable, of subsequent uses that meet City and community objectives, amend “III.D. Declaration and disposition process for surplus real property” to include consideration as the ordinance is being prepared for disposition, and require including in the ordinance any proposed conditions for how the property will be disposed of and for what uses it can be disposed of:.

#### III. D. Declaration and disposition process for surplus real property

1. If, after the Public Comment Period has ended, the originating bureau still wishes to declare the real property surplus, the bureau shall prepare an ordinance to be placed on the Council’s regular agenda. *Whenever practicable, the bureau and Commissioner in Charge shall consider proposing conditions for disposition of the real property for affordable housing, community, or open space use.* The Council hearing shall be scheduled no earlier than 15 days after the Public Comment Period has ended.
2. The bureau and the City Real Property Coordinator will coordinate to update the City’s Excess Real Property web page with notice of the scheduled Council hearing when the ordinance is finalized for submission two weeks in advance of the Council hearing date.
3. The ordinance must declare the real property as surplus and authorize the bureau to proceed with a disposition. The ordinance shall provide the following information:
  - a) A description of the real property or interest to be declared surplus, including a map of the property, the legal description, any background information that may impact how a property may be disposed of and any conditions, easements, restrictions, and reservations of rights to be recorded on the deed at the time of disposition;
  - b) *Any proposed conditions for disposition of the real property for particular uses or by particular methods;*
  - c) A summary of public comments received during the Public Comment Period, if applicable; and
  - d) The reasons why the property has been determined excess to the bureau’s needs and City Council is being requested to authorize disposition of the real property.

## Amendments approved at July 1 City Council Hearing

Approved amendments indicated in **bold** using underlined text (additions) and strikethrough text (deletions).

### Required written response from Housing Bureau

Amend III.B.3 to require the Housing Bureau to respond in writing to notice of excess property availability.

### III.B. Internal notification process for excess real property

3. Each City bureau, office, and Council office may provide a written response within 21 calendar days indicating whether or not the bureau or office is interested in the property. If a written response is not received within the first 14 calendar days after notification, the City Real Property Coordinator shall send a reminder notice to all non-responding bureaus and offices and to the City Council Chiefs of Staff. The City Real Property Coordinator may also directly contact property managers of non-responsive property managing bureaus. Bureaus may request additional time for consideration. Portland Parks and Recreation, **the Portland Housing Bureau**, and the Bureaus of Environmental Services, Transportation and Water shall be required to provide a written response. Any other bureaus or offices not responding within the 21-day period shall be considered not interested.

Amend the Resolution and amend the policy to add III.C.1.e. to require OMF to create and maintain a subscription notification service on the web page to allow any community organization, individual, interested party to subscribe to receive notifications when properties are posted to the web page.

### Web Page Notification Subscription Service

The following statement in the Resolution was amended as follows:

WHEREAS, the web sites established by Water and BES serve as a model for the creation of a Citywide Excess Real Property web site, which will allow for substantial information to be shared about properties on that web site, and via links to PortlandMaps, and ~~will allow for~~ **shall create** a subscription service for interested community members including automatic notification when properties are posted, and

The policy was amended as follows:

### III.C. External notification process for excess real property

1. If no City bureau ...
  - e) **The City Real Property Coordinator shall maintain a subscription notification service to allow for any interested member of the public to sign up to receive notice of all properties posted to the web page.**

7-7-15 37143  
Strike out/underline  
Version.

**RESOLUTION No.**

Adopt the Disposition of City Real Property policy. (Resolution)

WHEREAS, City Charter Section 1-104 authorizes the City to sell, dispose of or exchange any buildings, structures or property, real or personal, which it owns or may acquire not needed for public use, by negotiation, bid, auction or any other method the Council finds appropriate, and requires that any ordinance authorizing such sale, disposal or exchange be approved by a favorable vote of at least four-fifths of all members of the Council, and

WHEREAS, real estate is a unique asset and site-specific property characteristics and market conditions impact decisions for sale, disposal or exchange of real property by the City and the disposition ordinances must take into account these conditions and characteristics, and

WHEREAS, separate from City Charter, State law under ORS 221.727 permits a city council to adopt an alternate procedure for the sale of individual parcels of a class of City-owned real properties, or any interest therein, under a single program established within the City for the sale of that class of properties, and

WHEREAS, City bureaus have individually submitted ordinances for real property sales and exchanges to Council for approval, including following notification and hearing requirements, and

WHEREAS, the City has an interest in having a centrally coordinated, consistent process that all bureaus will follow, and

WHEREAS, the Portland Property Management Committee (PPMC), consisting of representatives from City of Portland property-managing bureaus, drafted a policy that recommends an alternative procedure for disposition of City real property, and

WHEREAS, neighborhood and community activists have expressed their interest in the City having a more consistent and transparent process for how it considers options for the disposal of real property, and

WHEREAS, the Office of Neighborhood Involvement assisted the PPMC in seeking public input on the draft policy including an online survey, and

WHEREAS, the PPMC incorporated many of the changes suggested in the community input into the revised draft policy, including expanding the applicability of the policy to all City real properties, clarifying the notification requirements, and increasing the length of the public comment period described in the policy to a minimum of 45 days, and

WHEREAS, in an effort parallel to the PPMC's policy draft, the Portland Water Bureau and the Bureau of Environmental Services established a pilot policy for identification and disposal of their surplus real properties, which includes maintaining web sites with substantial information about each property under consideration, and

WHEREAS, the web sites established by Water and BES serve as a model for the creation of a Citywide Excess Real Property web site, which will allow for substantial information to be shared about properties on that web site, and via links to PortlandMaps, and ~~will allow for~~ shall create a subscription service for interested community members including automatic notification when properties are posted, and

WHEREAS, City Council relies on bureaus to make sound decisions and recommendations based on their business needs, including the determination of real property that is excess based on well-established asset management and capital planning programs, and

WHEREAS, the City recognizes that each real property presents a unique opportunity depending on size, location, and surrounding uses, and that the Public Comment Period will provide neighborhoods, community members, non-profit organizations, and other interested parties with the opportunity to provide input for bureaus and the City Council to consider in deciding how to offer the property up for sale or other disposition.

NOW, THEREFORE, BE IT RESOLVED, the City Council adopts the Disposition of City Real Property policy as shown in Exhibit A, and

BE IT FURTHER RESOLVED, the Director of the Bureau of Internal Business Services is directed to designate a City Real Property Coordinator and to establish an Excess Real Property website, and

BE IT FURTHER RESOLVED, the Disposition of City Real Property policy (Exhibit A) approved by this resolution is binding City policy.

Adopted by the Council:

Mayor Charlie Hales  
Prepared by: Bryant Enge  
Date Prepared: June 16, 2015

**Mary Hull Caballero**  
Auditor of the City of Portland  
By

Deputy

7-7-15  
Strike out/Underline  
Version

**EXHIBIT A**

**37143**

City Administrative Rule XXX  
Binding City Policy, Adopted by City Council

**XXX Disposition of City Real Property**

**I. Policy**

The objectives of this policy are to ensure Citywide consistency in the excess and surplus real property identification, notification and disposition process; identify a standard process of soliciting public input and feedback on real property identified by a bureau as excess to the bureau's needs before authorizing the bureau to dispose of the property; and provide opportunity for City Council to adequately consider alternative uses for excess real property.

**II. Scope**

This policy applies to all real property owned by the City of Portland, categorized into the following three groups:

A. Category 1

Category 1 properties are City-owned real properties to which at least one of the following descriptions applies:

1. Real properties that have an estimated market value of less than \$50,000;
2. Real properties that are being acquired by other public agencies for capital improvement projects that will not be owned by the City of Portland;
3. Real properties acquired by the City of Portland as part of a larger acquisition with the intention that portions not required to meet business needs would be disposed of;
4. Real properties that, due to their size, shape, location, utility, condition of title, or restrictions imposed upon the property by the City, are deemed by the controlling bureau to be useful only to adjacent owners; or that, due to City land use ordinances, may not be disposed of to anyone other than the adjacent property owners; or
5. Real properties that, due to deed restrictions, may not be disposed of to anyone other than the parties identified by the deed.

Bureaus seeking to dispose of Category 1 properties shall follow the processes described in Sub-Sections A, B, and D of Section III of this policy. These properties are not subject to the external notification and public comment requirements of Sub-Section C of Section III.

B. Category 2

Category 2 properties are City-owned real properties that, per the terms of City Charter, City Code, administrative rules, City Council action, or other city, state or federal regulations, may be disposed of by the City for public purposes. These properties are subject to internal review processes described in Sub-Section E of Section III of this policy, as well as any bureau-specific policies and procedures. These properties are not subject to the requirements of Sub-Sections A, B, C, or D of Section III.

C. Category 3

Category 3 properties include all other real property owned by the City of Portland and under consideration for disposition that are not otherwise included in Categories 1 and 2. Bureaus seeking to dispose of Category 3 properties shall follow the processes described in Sub-Sections A, B, C, and D of Section III of this policy.

**III. Identification, Notification and Disposition Processes**

A. Identification process for excess real property

1. Bureaus wishing to explore the disposition of City real property assigned to them shall conduct an internal review to evaluate the feasibility of the property being deemed excess to the bureau's needs. After the internal evaluation, if the bureau staff determine the property to be excess to the bureau's needs, bureau staff shall provide a written recommendation to the bureau director.
2. The director of the property-owning bureau shall evaluate the staff recommendation and, if in agreement, shall approve the recommendation and forward it to the Commissioner-in-Charge for evaluation.
3. The Commissioner-in-Charge shall evaluate the bureau's recommendation. If the Commissioner-in-Charge agrees, he/she shall sign the recommendation and return it to the bureau director.

B. Internal notification process for excess real property

1. The bureau's real property staff shall notify the City Real Property Coordinator (Bureau of Internal Business Services (BIBS) Director, or designee) in writing that the property has been deemed as excess, and include pertinent property information, such as the property's approximate size, zoning, a description of any known infrastructure on the site, the preliminary title report for the property, a description of any anticipated restrictions needed by City bureaus for the site (if known), bureau contact information for questions, and other relevant details.
2. Within seven calendar days of the notice, the City Real Property Coordinator shall send written notification to other City bureaus, offices and Council offices that the



property has been deemed as excess and that the property is potentially available to City agencies for acquisition. The City Real Property Coordinator shall maintain a current distribution list for making said notifications.

3. Each City bureau, office, and Council office may provide a written response within 21 calendar days indicating whether or not the bureau or office is interested in the property. If a written response is not received within the first 14 calendar days after notification, the City Real Property Coordinator shall send a reminder notice to all non-responding bureaus and offices and to the City Council Chiefs of Staff. The City Real Property Coordinator may also directly contact property managers of non-responsive property managing bureaus. Bureaus may request additional time for consideration. Portland Parks and Recreation, **the Portland Housing Bureau**, and the Bureaus of Environmental Services, Transportation and Water shall be required to provide a written response. Any other bureaus or offices not responding within the 21-day period shall be considered not interested.
  - a) If interest from another City bureau or office is received by the City Real Property Coordinator, the City Real Property Coordinator shall coordinate contact between the interested City party and the originating bureau. *A bureau may indicate interest even if funding is not currently available and may develop funding options as part of the budget process.* If terms and conditions are agreed upon between the City parties, an ordinance will be placed on the Council's regular agenda by the originating bureau. The ordinance will ask Council to designate and assign the property to the interested City party.
  - b) If no interest is received by the City Real Property Coordinator within 21 calendar days, the City Real Property Coordinator shall notify the originating bureau within seven calendar days of the end of the 21-day period and the bureau may proceed with the disposition process.
  - c) If another City bureau or office identifies required deed restrictions, property interests, easements or conditions that need to be recorded as encumbrances on the property upon sale to meet existing or planned public purposes, the City Real Property Coordinator, the originating bureau and the interested City party shall meet to agree upon terms, conditions and required restrictions to place on the property upon transfer or sale.

C. External notification process for excess real property

1. If no City bureau or office indicates interest in acquiring the real property, and the originating bureau wishes to proceed with the disposition process, the originating bureau, in coordination with the City Real Property Coordinator, shall initiate a minimum 45 calendar-day notification period to invite public comment for consideration ("Public Comment Period"). This process shall include the following steps, to be completed within two working days of commencing the first step:
 

7-8  
amendment  
60

- a) The City Real Property Coordinator shall list the real property on the citywide Excess Real Property web page and invite public comment. The listing shall include information provided by the originating bureau such as the dates of the Public Comment Period, the real property's size and zoning, a description of any infrastructure on the site, a description of any existing, retained or required deed restrictions, property interests, easements or conditions identified by the originating bureau or by another bureau through the internal notification process, and the contact information for the originating bureau's real property staff.
- b) In coordination with the City Real Property Coordinator, the bureau shall place an informational sign on the real property in a reasonably visible location. The sign shall notify the public that the real property is being considered for disposition by the City and invite public comment for consideration. The City will make reasonable efforts to keep the sign posted for the duration of the Public Comment Period. Contact information for the City's Excess Real Property web page and the dates of the Public Comment Period shall be listed on the sign.
- c) The City Real Property Coordinator shall provide written notice of the proposed disposition and the Public Comment Period to the Neighborhood Coalition, the Neighborhood Association (including the Land Use Representative of the Association, if one is identified in the Office of Neighborhood Involvement Directory) and the Business Association for the area in which the property is located, of the bureau's intent to dispose of the property. The City Real Property Coordinator shall call the Neighborhood Coalition office if the Neighborhood Association has not responded within 30 days.
- d) The City Real Property Coordinator shall provide notice of the proposed disposition and the Public Comment Period by mail to property owners within 200 feet of the subject site.
- e) The City Real Property Coordinator shall maintain a subscription notification service to allow for any interested member of the public to sign up to receive notice of all properties posted to the web page.

2. The City Real Property Coordinator, in coordination with the originating bureau, will notify PDC, Metro, TriMet, the Port of Portland, the county in which the real property is located, the State of Oregon (by and through the Oregon Department of Administrative Services), and any other jurisdictions that have expressed interest in being notified, that the real property is being considered for disposition by the City. In accordance with ORS 271.310, City Real Property Coordinator will also notify the Rail Division Administrator of Oregon Department of Transportation if the real property is located within 100 feet of a railroad right of way or is within 500 feet of an at-grade rail crossing.

7/8 amendment:  
Sign in languages  
common to the  
area as advised  
by ONI.

D. Declaration and disposition process for surplus real property

1. If, after the Public Comment Period has ended, the originating bureau still wishes to declare the real property surplus, the bureau shall prepare an ordinance to be placed on the Council's regular agenda. Whenever practicable, the bureau and Commissioner in Charge shall consider proposing conditions for disposition of the real property for affordable housing, community, or open space use. The Council hearing shall be scheduled no earlier than 15 days after the Public Comment Period has ended.
2. The bureau and the City Real Property Coordinator will coordinate to update the City's Excess Real Property web page with notice of the scheduled Council hearing when the ordinance is finalized for submission two weeks in advance of the Council hearing date.
3. The ordinance must declare the real property as surplus and authorize the bureau to proceed with a disposition. The ordinance shall provide the following information:
  - a) A description of the real property or interest to be declared surplus, including a map of the property, the legal description, any background information that may impact how a property may be disposed of and any conditions, easements, restrictions, and reservations of rights to be recorded on the deed at the time of disposition;
  - b) Any proposed conditions for disposition of the real property for particular uses or by particular methods;
  - c) A summary of public comments received during the Public Comment Period, if applicable; and
  - d) The reasons why the property has been determined excess to the bureau's needs and City Council is being requested to authorize disposition of the real property.
4. If Council declares the real property to be surplus and authorizes a disposition, the bureau may proceed by offering the real property for disposition, with or without a real estate agent, for terms and conditions determined to be reasonable by the bureau's real property staff and/or as directed by Council taking into account, among other things, any appraisal, market conditions, and the condition of the property. The bureau and City Real Property Coordinator shall coordinate to update the City's Excess Real Property web page with sale or other disposition information. If a satisfactory offer is received, and terms and conditions are agreed upon by the bureau, the bureau will arrange for the disposition, as authorized by the Council ordinance.

5. At the conclusion of the real property disposition, the bureau and City Real Property Coordinator shall coordinate to update the City real property database, and notify the appropriate bureau accounting personnel for financial reporting purposes, as well as City Risk Management for insurance inventory purposes.

E. Internal notification process for real properties being disposed of for public purposes

1. The City, through its urban renewal agency, may dispose of City owned real property acquired under ORS Chapter 457, Title 42 U.S.C and City Charter Chapter 15 in order to address urban renewal, economic development and affordable housing purposes. The affordable housing responsibilities of the City's urban renewal agency have been assigned to the Portland Housing Bureau under City Ordinance No. 183903. Such dispositions are not subject to all of the real property disposition requirements above; however, prior to any notice of property/funding availability, request for development proposals and/or final disposition, the Portland Housing Bureau shall use the following process steps to allow other City bureaus or offices the opportunity to identify any existing or required deed restrictions, property interests, easements or conditions.
  - a) At the time of acquisition of real property the bureau shall coordinate with the City Real Property Coordinator to ensure that the City real property database is updated and to notify City bureaus with existing easements or property interests of the acquisition.
  - b) On occasion, but no less than annually, the bureau real property staff shall coordinate with the City Real Property Coordinator to review current property holdings to confirm or identify any existing or required deed restrictions, property interests, easements or conditions.
  - c) To the extent possible, when developing plans for disposition of real property, the bureau should coordinate with the City Real Property Coordinator and the Bureaus of Environmental Services, Transportation, and Water and Portland Parks and Recreation to identify and confirm any property interests.
  - d) The bureau's real property staff shall include the City Real Property Coordinator and the Bureaus of Environmental Services, Transportation, and Water and Portland Parks and Recreation in the distribution of any notices of property/funding availability or requests for development proposals or qualifications for real property that is subject to disposition.
  - e) If another City bureau or office, through any of these reviews, identifies any such conditions, the originating bureau and the interested City bureau shall agree upon terms, conditions and required restrictions to place on the property upon transfer or sale. The City Real Property Coordinator may participate at the invitation of either party.

2. In the event that a City bureau or office may be authorized to dispose of a real property and such disposition is not required to meet real property disposition requirements under City Charter Section 1-104, that City bureau or office will nevertheless use the “Internal Notification Process for Real Properties Being Disposed of for Public Purposes” to allow other bureaus and offices the opportunity to identify any existing or required deed restriction, property interests, easements or conditions.

#### **IV. Responsibility**

Bureau property managers shall have primary responsibility to ensure the originating bureau follows all required steps in this policy. The City Real Property Coordinator shall be responsible for maintaining an up-to-date distribution list of City contacts to be notified about potential excess property, for coordinating the update of information to the Excess Real Property web site, and for assisting the bureau property owner as needed with the process steps included in this policy. The BIBS Director, or designee, shall serve as the City Real Property Coordinator.

#### **History**

Adopted by City Council by Resolution # on DATE

Motions for Agenda Item 725 – July 1, 2015

**#1. Commissioner Fritz's amendment.**

**Motion to change the words "will allow for" to "shall create" on the first Whereas of page 2 of the resolution:** Moved by Fritz and seconded by Fish.

(Y-5)

**#2. Commissioner Saltzman's first amendment.**

**Motion to add Section III.C.1.e The City Real Property Coordinator shall maintain a subscription notification services to allow for any interested member of the public to sign up to receive notice of all properties posted to the website:** Moved by Saltzman and seconded by Fish.

(Y-5)

**#3.**

**Motion to add the Portland Housing Bureau to Section III.B.3 as a required responder:** Moved by Saltzman seconded by Fritz.

(Y-5)

## IMPACT STATEMENT

**Legislation title:** Adopt the Disposition of City Real Property policy. (Resolution)

**Contact name:** Bryant Enge, Bureau of Internal Business Services, OMF

**Contact phone:** 503-823-4352

**Presenter name:** Bryant Enge and Betsy Ames (OMF Policy Team)

**Purpose of proposed legislation and background information:**

The Portland Property Management Committee (PPMC), proposed a policy to address concerns about the need for a more consistent and transparent process for how the City identifies and disposes of real property. This policy will establish consistent, city-wide guidelines for how City bureaus identify and dispose of real property that a City bureau determines is no longer required for their operations.

**Describe the impact of this action on the overall program or project.**

The policy will allow:

- Ensure Citywide consistency in the excess and surplus real property identification, notification, and disposition process;
- Identify a standard process of soliciting public input and feedback on real property identified by a bureau as excess to the bureau's needs before authorizing the bureau to dispose of the property; and
- Provide opportunity for City Council to adequately consider alternative uses for excess real property.

The scope of the policy includes properties that have been deemed excess by bureaus following their internal review, approved by the bureau director, and authorized by the Commissioner-in-charge. The policy would apply to all real property owned by City of Portland, categorized into three groups.

Category 1 properties are real properties that have at least one characteristic identified from a list in the Disposition of City Real Property policy. The following are the steps involved in declaring Category 1 real property as surplus:

- Provide notice to other City bureaus, offices and Council office that the property is potentially available for acquisition.
- If no City bureau or office wants to acquire the property and the bureau still wants to declare the property surplus, the bureau will prepare an ordinance to take to City Council.

Category 2 properties are real properties that may be disposed for public purposes and follow process steps to allow other bureaus or offices the opportunity to identify any existing or required deed restrictions, property interests, easements or other conditions. PHB properties fall under this category and PDC has indicated a willingness to establish similar steps. The

requirements will help ensure City bureau needs are identified prior to PHB or PDC disposal of property through their established notice of funding availability (NOFA) and/or request for proposals (RFP) processes.

Category 3 properties are all other real properties – the main focus of this policy and community interest. The following are the steps involved in declaring Category 3 real property as surplus:

- Provide notice to other City bureaus, offices and Council office that the property is potentially available for acquisition.
- If no City bureau or office wants to acquire the property, the next level of notice goes out to the community. The policy provides 45 days for a Public Comment Period.
- If, after the Public Comment Period, the bureau still wants to declare the property surplus, the bureau will prepare an ordinance to take to City Council.
- The Council and bureaus will be able to consider community input in determining how to dispose of the property, and may include specific conditions for disposition in the ordinance declaring the property surplus.

**Financial and budgetary impacts:**

This legislation does not have specific financial and budgetary impacts. The BIBS Director will be assigning an existing staff person to serve as the City Real Property Coordinator.

**Community impacts and community involvement:**

Two meetings were held to share and discuss the draft Disposition of Real Property Process. The City presented the draft to the Public Involvement Advisory Council and to the Neighborhood Coalition Directors and Chairs group. In addition, the Office of Neighborhood Involvement established a website for community members to get information about the policy, and provide contact information to provide comments and submit suggestions. Augmenting this outreach, an online survey was developed with questions regarding the major elements of the process. The City revised the policy based on community input, incorporating many of their suggestions. These included:

- Including all properties in the policy – establishing three categories with different process steps, as described above.
- Replacing the requirement to place a notice in the newspaper with a requirement to mail notice to surrounding property owners.
- Extended the Public Comment Period from 30 days to 45. Added requirement that the Council hearing on any ordinance declaring a property surplus could not be heard until at least 15 days after the Public Comment Period, with notice two weeks in advance.
- Added clarifications on what would be included in ordinances.
- Clarified that Council could require additional conditions and terms for property dispositions and could direct bureaus on how the property should be disposed of.

The policy does not include specific criteria for prioritizing the sale of properties to community non-profits and/or for uses that would have community benefits. Since each property is unique, the policy reserves this decision for the City Council to make for each property, based on the site-specific public input that will be received from the community during the Public Comment



Period for each property. Council discretion is also reserved for determining the appropriate sales price and sales method.

**Budgetary Impact Worksheet**

**Does this action change appropriations?**

- YES: Please complete the information below.
- NO: Skip this section

| Fund | Fund Center | Commitment Item | Functional Area | Funded Program | Grant | Sponsored Program | Amount |
|------|-------------|-----------------|-----------------|----------------|-------|-------------------|--------|
|      |             |                 |                 |                |       |                   |        |
|      |             |                 |                 |                |       |                   |        |
|      |             |                 |                 |                |       |                   |        |
|      |             |                 |                 |                |       |                   |        |