

### **PROJECT ACTION PLAN**

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community .

<b>Lead Department:</b>	Admin - Matt Brown - mbrown@ci.st-helens.or.us
<b>City Council Goal / Tactic:</b>	Goal 4 – Develop City Owned Property for Development
<b>Project Summary:</b>	Council Direction on City Owned Property for Development
<b>Estimated Completion:</b>	September 2020

#### **ACTION PLAN**

##### **1. Background of Project:**

- Discussion with City Council for Admin staff to get direction on reviewing a list of currently city-owned property and discussion on any desire to market/sell property for development.

##### **2. Current Status of Project:**

- July 2020 – Initial discussion with Council for staff to review City-Owned property for direction.

##### **3. Strategic Steps to Accomplish Project:**

- 8/19: Council will review/discuss properties and direct staff, if any, properties to earmark for potential marketing/development
- Sept-Feb: Staff works internally on potential changes to property and getting marketing materials, appraiser, and potential selling agency on board
- Mar: Market properties for selling/development

##### **4. Estimated Cost of Project:**

- Initial costs of appraisals for properties moving forward.
- Unknown costs to prepare for selling (internal/external studies, re-zoning process, etc.)
- Commission cost if 3<sup>rd</sup> party real estate company is used

##### **5. Barriers to Complete:**

- Staff time can be limited for any internal processes
- No cost barriers for the City