



proud past, promising future

CLARK COUNTY
WASHINGTON

DEPARTMENT OF ENVIRONMENTAL SERVICES

TO: Board of County Commissioners
FROM: Kevin Gray, Director of Environmental Services
CC: Bill Barron, County Administrator
DATE: January 30, 2013
RE: Property Management Guidelines

The primary purpose of our scheduled January 30 work session is to review Property Management Guidelines for acquisition, lease and surplus of County-owned property. The guidelines:

- Affirm the Board of County Commissioners' authority for real property decisions.
- Direct that an inventory of all county-owned parcels be compiled and maintained.
- Designate a custodial department for each county-owned parcel and articulate roles and responsibilities as property managers.

The inventory of county-owned parcels is accessed through the County's Property Information Center and the maps-on-line geographic information system interface. A guide for navigating the system is enclosed.

The secondary purpose of the work session is to review the potential to surplus specific properties.

A provision of the property management guidelines is for custodial departments to annually review the list of properties they are responsible for managing and to evaluate whether any may be considered for surplus and sale or lease. In 2012 departments completed an initial screening to find parcels that could be further explored for surplus. The initial screening report is enclosed.

As you will see, the surplus of property is not a panacea for any financial woes the County may be facing. In fact, the financial impact to the General Fund is moderate. Most properties were originally acquired with grant, impact fees or other significant constraints, which dictate the disposition of any sales proceeds – often requiring grant funds or impact fees to be returned to the granting agencies or developers.

We are providing this packet to you early, so that you can familiarize yourselves with the inventory itself and the draft guidelines. Of course the Board is most welcome to identify

specific properties of interest, also. We would be happy to furnish you with detailed information before or at the work session, at your direction.

Finally, we note that surplus of some properties may be contentious among members of the public.

Please feel free to call me at extension 5358 at any time with concerns or questions you may have. Thank you.