

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute a Professional Services Contract not to Exceed \$100,000.00 with Contract Land Staff
DEPARTMENT:	City Manager's Office
PRESENTED BY:	Dan Eernisse, Economic Development Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Discussion

PROBLEM/ISSUE STATEMENT:

It will be necessary for the City of Shoreline to acquire real property to accomplish certain Council Goals, notably in the areas of Capital Improvements and Parks, Recreation, and Cultural Services. Staff recommends that Council authorize the City Manager to engage Contract Land Staff, an experienced third-party consultant, to provide real estate acquisition services on the City's behalf. Contract Land Staff received strong recommendations from other cities and government agencies, and it has significant experience managing the types of acquisitions Shoreline will likely need to make in the coming years.

Contract Land Staff will be asked to monitor open-market sales, to investigate off-market opportunities, and to negotiate options, leases, and purchase agreements of strategic properties. In addition, Contract Land Staff will provide counsel and assistance to the City in the use of its eminent domain authority.

Attachment A to this staff report provides the proposed scope of work for a professional services contract with Contract Land Staff. Tonight, Council is being asked to authorize the City Manager to enter into a contract with Contract Land Staff not to exceed \$100,000.00.

RESOURCE/FINANCIAL IMPACT:

The contract would not to exceed \$100,000.00 in General Fund spending and would extend through 2019.

RECOMMENDATION

Staff recommends that the City Council move to authorize the City Manager to execute a professional services contract not to exceed \$100,000.00 with Contract Land Staff.

ATTACHMENTS:

Attachment A – Scope of Work for Contract Land Staff

Approved By: City Manager **DT**

City Attorney **JAT**

**EXHIBIT A
SCOPE OF WORK
City of Shoreline - 8925**

Work

Contract Land Staff, LLC will assist the City of Shoreline in analyzing and identifying on/off market properties for possible Public Works/Parks acquisitions.

Tasks include, but are not limited to:

- Monitoring of real estate brokerage sites such as MLS and reporting of properties with potential interest that have become available.
- Perform initial property owner contact and, upon the City's authorization, engage in negotiations to acquire real property, subject to standards required by the City and applicable regulations.
- Title analysis – Prepare list of title exceptions to be cleared.
- Assist with scoping for appraisal and appraisal review, if required.
- Attend and facilitate public meetings, stakeholder outreach, and any public presentations that may be required.
- Attend coordination meetings with City as required, for identification of interest areas for land acquisition.
- Coordinate the update of appraisals and appraisal reviews for potential litigation, if required.

Assumptions:

City of Shoreline to contract for preliminary title commitments, appraisal and appraisal review services, environmental assessments for contamination if any.

Invoicing:

Contract Land Staff, LLC will submit monthly invoices detailing the work performed and the staff performing the work.

Minimum Deliverables:

- Timely notification to project manager when properties of potential interest become available.
- Weekly report of on or off market property owner contact
 - Date(s) of contact
 - Summary/results
- Monthly report of market monitoring
- Weekly report of active property negotiations
 - Date(s) of contact
 - Summary
- Management of any sub-consultants (i.e. title, appraiser)