



City Manager's Office

DATE: ~~October 6, 2017~~

TO: Honorable Mayor and Council

THROUGH: Kevin Phelps, City Manager

FROM: Jack Friedline, Assistant City Manager

SUBJECT: Follow up to August 14, 2017 memo regarding response to Council Item of Special Interest – city-owned properties

This memorandum is a follow up to a memorandum dated August 14, 2017 to City Council regarding a Council Item of Special Interest raised by Councilmember Tolmachoff.

Update

The August 14, 2017 memorandum had two September 2017 deliverables:

1. A preliminary draft Phase 1 database of existing city owned properties. This is attached for Council's use. The database was pulled from the website of the Maricopa County Assessor in June 2017. Hyperlinks to each property within the County website are provided in the database. Please note this is a *preliminary* database with possible uses identified. This database will be modified and improved upon by a property manager.
2. Recruitment of a property manager with appointment in the September/October timeframe. The position has been posted and second interviews for potential candidates are scheduled for next week.

These are the first, necessary steps in development of a property management program. If you have any questions regarding the database, please contact James Milanese at 623-930-2659.