

REAL PROPERTY

Description

The Real Property Department provides professional Real Estate Services for the County General Government, Economic Development Authority and Schools. The Department, a centralized real estate operation, manages property transactions of the County through deeds, leases, easements, vacations, abandonments, licenses, eminent domain, or otherwise. It also administers the sale of County surplus real estate and it negotiates leases and manages the County lease portfolio.

The real estate services it provides includes collaborating with the County Attorney's Office in advising and making recommendations to the County Manager's Office, the Board of Supervisors, the School Board, and Economic Development Office, regarding their property needs and performing the related work as directed. This includes representing the County in negotiations with its citizens & business development community and taking their respective property inquiries and appropriately distribute in the requests to County departments for their expertise & input to determine and obtain information so that a desired resolution can be achieved.

Objectives

- To acquire real estate by purchase or lease at fair market value.
- To dispose of surplus real estate owned by the County at the maximum value permitted by law.

- To perform the necessary administrative duties required for the acquisition, leasing, and disposal of real property for the County Government, the County School Board and Economic Development Authority.

Budget Highlights

The Real Property budget of \$648,326 represents an increase of \$17,583 or 2.8 percent over the FY2016-17 approved budget. This increase was driven by updated estimates for personnel including a 2.5 percent salary increase for FY2017-18 as well as rising health care costs.

The Real Property Department will continue to strive to maintain the existing level of service to the County and the public in FY2017-18. Currently, the department manages 103 County-leased properties. Included are eight leases for the Department of Mental Health & Developmental Services, which includes properties for supervised Independent Living programs. In addition, the department manages office space and warehouse storage facilities for various departments such as General Registrar, General Services, Recreation and Parks, Public Libraries, and Henrico County Public Schools.

Also leased is the former Henrico Federal Credit Union building east of Dixon Powers Drive acquired for future Government Center

Annual Fiscal Plan

<u>Description</u>	<u>FY16 Actual</u>	<u>FY17 Original</u>	<u>FY18 Approved</u>	<u>Change 17 to 18</u>
Personnel	\$ 612,247	\$ 610,730	\$ 628,313	2.9%
Operation	21,693	20,013	20,013	0.0%
Capital	1,170	0	0	0.0%
Total	\$ 635,110	\$ 630,743	\$ 648,326	2.8%
 Personnel Complement	 7	 7	 7	 0

Real Property (cont'd)

	Performance Measures			Change
	FY16	FY17	FY18	17 to 18
Workload Measures				
Property & Easements Purchased	\$7,293,000	\$800,000	\$1,000,000	200,000
Property Leased to Others	\$667,000	\$660,000	\$660,000	0
Property Leased from Others	\$1,080,000	\$900,000	\$900,000	0
Leased Managed	103	100	100	0

expansion. Real Property manages approximately 37 cell tower leases and continues to receive requests to review new sites or add new cellular technologies like “nodes” at existing County and School sites. The Department anticipates increased requests from the Department of Public Works for road, sidewalks and drainage projects and water and sewer projects for Public Utilities.

Finally, Real Property will continue to assist the County in acquiring properties for future fire & police stations and parks as well as assist Schools in the acquisition of land and easements for new and existing schools. During FY 2017-18, the Department will continue County initiative to selectively cull surplus property inventory with the intention of returning it to the taxable land book by selling it for maximum value.