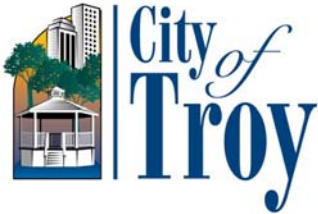


- *Assistant City Manager/Economic Development Services*.....**Brian P. Murphy**
- *Real Estate and Development Specialist*.....**Pamela Valentik**



2009/10
Budget

REAL ESTATE AND DEVELOPMENT

FUNCTIONAL ORGANIZATIONAL CHART

• *Administrative Services*

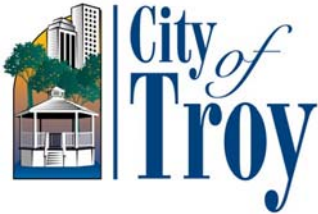
- ✓ Prepares and administers the department budget
- ✓ Recommends and implements policies for all City real estate; right-of-way; and economic development activities
- ✓ Serves as liaison with property owners; business owners and organizations; developers; lending institutions; utility companies; other City departments; and other governmental agencies
- ✓ Coordinates staff education and training

• *Economic Development Services*

- ✓ Directs economic development efforts of the City; creates new development tools; encourages and supports appropriate sustainable private sector developments
- ✓ Coordinates economic development services with other City, County, regional and State economic development agencies and organizations
- ✓ Provides information and assistance to businesses expanding or relocating to the City
- ✓ Maintains contact with local businesses and industries
- ✓ Directs redevelopment efforts
- ✓ Provides staff support for the Downtown Development Authority; Brownfield Redevelopment Authority; Local Development Finance Authority; the Certified Technology Park (SmartZone); and the Economic Development Corporation
- ✓ Coordinates City efforts with the Troy Chamber of Commerce

• *Real Estate Services*

- ✓ Appraises and negotiates for acquisition or sale of City real estate and right-of-way
- ✓ Sells, leases, and licenses land and public property
- ✓ Facilitates the donation or acquisition of land and property for public use
- ✓ Coordinates vacation or sale of City land no longer needed
- ✓ Assists in relocating businesses and residences acquired as part of City projects
- ✓ Provides real estate support services to the public; other City departments; utility companies; and public agencies
- ✓ Assists in the litigation process regarding public property
- ✓ Maintains records for City-owned property
- ✓ Researches and assures clear title to City-owned property and rights
- ✓ Performs real estate asset management activities



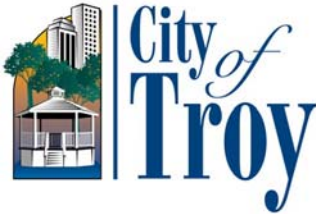
2009/10
Budget

REAL ESTATE AND DEVELOPMENT

DEPARTMENT AT A GLANCE

Funding		Estimated					
Level	2006/07	2007/08	2008/09	2008/09	2009/10	% Of	
Summary	Actual	Actual	Budget	Budget	Budget	Change	
Real Estate and Development	\$402,744	\$499,052	\$464,970	\$481,660	\$4,85,930	1%	
Total Department	\$402,744	\$499,052	\$464,970	\$481,660	\$485,930	1%	
Personal Services	\$333,916	\$376,564	\$395,740	\$413,730	\$421,700	2%	
Supplies	4,397	2,449	3,500	4,500	3,500	-22%	
Other Services/ Charges	64,431	120,039	65,730	63,430	60,730	-4%	
Total Department	\$402,744	\$499,052	\$464,970	\$481,660	\$485,930	1%	

Personnel		2006/07		2007/08		2008/09		2009/10	
Summary		Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
Real Estate and Development		4	1	3.5	0	3.5	0	3.5	0
Total Department		4	1	3.5	0	3.5	0	3.5	0



2009/10
Budget

REAL ESTATE AND DEVELOPMENT

MISSION AND SERVICE STATEMENTS

- ***Mission Statement***

The mission of the Real Estate and Development Department is to create an environment that actively encourages business retention and growth through public and private sector collaboration; acquisition of right-of-way and easements for capital improvement projects; and processing development-related documents including property deeds; open space agreements; and utility easements.

- ***Service Statement***

Economic development responsibilities include helping promote the economic development of the City of Troy with primary emphasis on nurturing the growth of private business while assuring the growth continues to foster a livable community with sustainable economic activities. Long-range vision for economic development in Troy focuses on the Big Beaver and Maple corridors, continued progress on the transit center at Maple and Coolidge and partnering with the development community and City staff in promoting the implementation of the master plan.

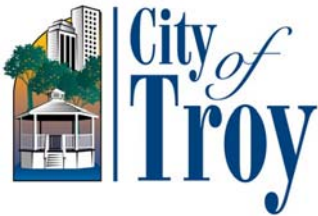
Development consists of all economic development efforts including right-of-way staff for acquisition; relocation assistance; property management; disposal of excess properties; title protection and investigation; and asset management.

Real Estate acquires all types of real estate interests needed for City-funded projects, from right-of-way and easements to open space and parkland. Staff makes contact with property owners; assures compliance with State and Federal acquisition requirements; obtains and reviews fee appraisals, title reports and environmental assessments for the properties; establishes a fair market value for the property for City offers; negotiates the purchase of property; and initiates and monitors condemnation activities in the event of litigation.

Development also processes the sale of excess parcels through public bid or remnant parcel sale guidelines.

- ***Did You Know?***

- ✓ In 2008 the University of Michigan – Dearborn’s Center for Innovative Research recognized the City of Troy as an Entrepreneurial City/eCities awardee. eCities is an annual research study that examines the factors at a community level that influence entrepreneurship, economic development and job growth. This is the second year in a row that Troy has been honored with this distinction.



2009/10
Budget

REAL ESTATE AND DEVELOPMENT

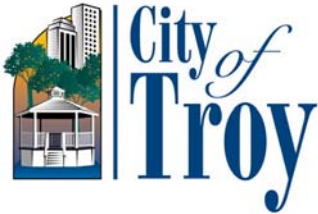
PERFORMANCE OBJECTIVES

Outputs

- ✓ Create new programs to attract, retain and provide assistance to local businesses. **(Output E, H)**
- ✓ Initiate implementation of the Big Beaver corridor study. **(Output H)**
- ✓ Complete new development plans for the Brownfield Redevelopment Authority. **(Output E, H)**
- ✓ Foster growth of the SmartZone by attracting technology-based companies. **(Output E, H)**
- ✓ Assist with acquisition of property and right-of-way for parkland and for public infrastructure to enhance community livability. **(Output L)**

*See the list of outputs as ranked by City Council in the [CITY-WIDE ACTION PLAN](#) on pages 16 and 17.

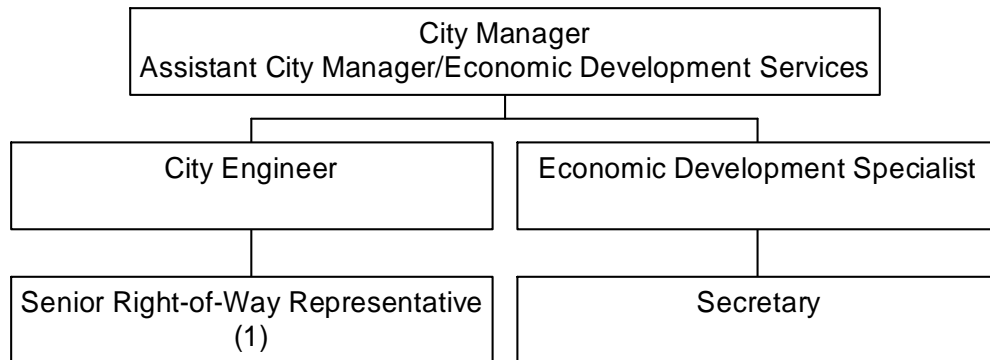
Performance		2007/08	2008/09	2008/09	2009/10
Indicators		Actual	Projected	Budget	Budget
Output	✓ Road Widening Relocations and Full Acquisitions	9	6	2	5
	✓ Appraisals and Market Studies	7	72	42	5
	✓ Partial Acquisitions and Easements	45	84	138	57
	✓ Easement Acquisitions for New Development	39	24	30	25
	✓ Warranty Deeds for New Development	8	12	20	10
	✓ Condemnation Support	1	24	10	24
	✓ Remnant/Surplus Parcels Sold	2	0	2	2
	✓ Retention Visits	108	120	75	120
	✓ Attraction Visits	30	34	18	30
Efficiency	✓ Retention Visits	90%	90%	90%	90%
	✓ Attraction Visits	70%	70%	70%	70%



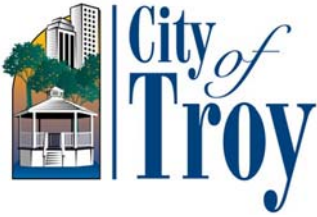
2009/10
Budget

REAL ESTATE AND DEVELOPMENT

ORGANIZATIONAL CHART



Staff	Approved 2007/08	Approved 2008/09	Recommended 2009/10
Summary			
Assistant City Manager/Economic Development Services	0.5	0.5	0.5
Economic Development Specialist	1	1	1
Right-of-Way Representative	1	0	0
Secretary	1	1	1
Senior Right-of-Way Representative	0	1	1
Total Department	3.5	3.5	3.5



2009/10
Budget

REAL ESTATE AND DEVELOPMENT

SUMMARY OF BUDGET CHANGES

- Significant Notes – 2009/10 Budget Compared To 2008/09 Budget**

There were no significant increases or decreases to the Real Estate and Development budget (no changes of 5% or more).

- Operating Budget History**

