CITY COUNCIL AGENDA

TYPE OF ITEM	SUBJECT
CALL TO ORDER **PLEDGE OF ALLEGIANCE** **ROLL CALL**	
AWARDS/RECOGNITIONS	Parole, Probation and Community Supervision Week Proclamation
MATTERS BY THE PUBLIC	Public comment will be permitted until 8:05 p.m. (limit of 3 minutes per speaker) and at the end of the meeting on any item, including items on the agenda, provided that a public hearing is not planned or has not previously been held on the matter. Persons are asked to sign up in advance of the start of the meeting.

1. CONSENT AGENDA* (Items removed from the consent agenda will be considered at the end of the regular agenda)

a. Minutes of May 17 and 28, June 21, 22, 23, 28, July 1 and 6
b. APPROPRIATION: $138,047 - Terrorism Prevention Program Grant (2nd reading)
c. APPROPRIATION: $69,186 - School Construction Grant (2nd reading)
d. APPROPRIATION: $31,749 - Juvenile Accountability Block Grant
e. APPROPRIATION: $1,282 - Summer Playground Staff Training Grant
f. RESOLUTION: Authorizing Cost Sharing Agreement with Albemarle County re: Purchase of Hedgerow Properties
g. ORDINANCE: Closing Portion of Castalia Street (2nd reading)
h. ORDINANCE: Rezoning Commerce St. and 6th Street to PUD (2nd reading)
i. ORDINANCE: 2210 N. Berkshire Nuisance Designation

2. PUBLIC HEARING ORDINANCE*	Moving Council Elections to November (2nd reading)
3. PUBLIC HEARING APPROPRIATION*	$2,687,500 **-** Purchase of Hedgerow Properties (2nd reading)
4. PUBLIC HEARING ORDINANCE*	Ragged Mountain Tenant Lease
5. PUBLIC HEARING ORDINANCE*	Conveyance of City Right of Way at Monticello and Druid Avenue
6. REPORT	City of Charlottesville Strategic Business Plan
7. RESOLUTION*	Authorizing Purchase of High Street Properties

MATTERS BY THE PUBLIC
OTHER BUSINESS
ADJOURNMENT

July 19, 2004
7:30 p.m.

*ACTION NEEDED
Reasonable accommodations will be provided for persons with disabilities if requested.

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA

Agenda Date:	July 6, 2004
Action Required:	Appropriation
Staff Contacts:	Tim Longo, Chief of Police David Shifflett, Police Leslie Beauregard, Budget Manager
Reviewed By:	Gary O'Connell, City Manager
Title:	Law Enforcement Terrorism Prevention Program Grant

Background: The Virginia Department of Criminal Justice Services awarded the City of Charlottesville a Law Enforcement Terrorism Prevention Program Grant in the amount of $138,047. No local matching funds are required.

Discussion: The Grant will be used for domestic preparedness equipment to include interoperable communications equipment, terrorism incident prevention equipment, and terrorism incident intervention equipment.

Alternatives: The alternative is not to do this project.

Budgetary Impact: There is no ($0) impact on the General Fund. No local matching funds are required.

Recommendation: Approve and appropriate grant funds.

APPROPRIATION
Law Enforcement Terrorism Prevention Program Grant
$138,047

BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of $138,047 received as a grant from the Virginia Department of Criminal Justice Services is herby appropriated to account 11-270-041190-50111 in the Grants Fund.

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA

Agenda Date:	July 6, 2004
Action Required:	Appropriation of Funds
Staff Contacts:	Scott Hendrix, Contract Manager Barbara Taylor, Administrative Assistant Leslie Beauregard, Budget Manager
Reviewed By:	Gary O'Connell, City Manager
Title:	School Construction Grant Funds – 2nd Payment

Background: These funds, in the amount of $69,186, represent the second payment of a 2004 Commonwealth of Virginia School Construction Grant.

Discussion: These funds are the second part of a grant provided by the Commonwealth and are solely for the purpose of school construction projects. The entirety of these funds has been programmed, and is urgently needed for Charlottesville City School projects currently under way. The funds will be appropriated to the Schools' Small Capital Improvements account, 24-181-081033-43308.

Alternatives: None. The funds have been received by the Schools and must be appropriated so that they can be expended for construction projects.

Budgetary Impact: This appropriation has no ($0) impact on the City's General Fund.

Recommendation Staff recommends approval and appropriation.

Attachments: N/A

Appropriation
School Construction Grant Funds – 2nd Payment
$69,186

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that $69,186 is hereby appropriated to account code 24-181-081033-43308 in the School Capital Fund.

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA

Agenda Date:	July 19, 2004
Action Required:	Approval and Appropriation
Staff Contacts:	Rory Carpenter, Juvenile Justice Coordinator for the Charlottesville/Albemarle Commission on Children and Families Leslie Beauregard, Budget Manager
Reviewed By:	Gary O'Connell, City Manager
Title:	Juvenile Accountability Block Grant No: 04-F3236JB03

Discussion: The Juvenile Justice Advisory Committee of the Charlottesville/ Albemarle Commission on Children and Families applied for and received a 2004 Juvenile Accountability Block Grant from the Virginia Department of Criminal Justice Services in the amount of $31,749.

Background: The City of Charlottesville is the grant administrator for the grant award that includes Albemarle County. The funds will be used to establish and maintain an interagency information-sharing program and to conduct risk and needs assessments of Charlottesville/Albemarle juvenile offenders to determine placements in appropriate services. The grant award period is January 1, 2004 through December 31, 2004.

Budgetary Impact: $28,574 in federal pass-thru funds and $3,175 in local cash match (50% Charlottesville -$1,587.50 and 50% Albemarle - $1,587.50) for a total grant award of $31,749. The City's match was appropriated as part of the FY 2005 Council Approved Budget as part of the local match to the Commission on Children and Families.

Alternatives: The alternative to not appropriating the grant would be the loss of $28,574 in state funds that support the development of an interagency information-sharing program and risk/needs assessments for Charlottesville/ Albemarle juvenile offenders to determine their program placements.

Recommendation: Approve and appropriate grant funds.

Attachments: N/A

APPROPRIATION
Juvenile Accountability Incentive Block Grant
$31,749

WHEREAS, the City of Charlottesville has received funds from the Virginia Department of Criminal Justice Services in the amount of $28,574 in federal pass-through funds, and $3,175 in local cash match (50% Charlottesville -$1,587.50 and 50% Albemarle County - $1,587.50) for a total award of $31,749; and

WHEREAS, the funds will be used to establish and maintain an interagency information-sharing program and to conduct needs assessments of Charlottesville/ Albemarle juvenile offenders; and

WHEREAS, the grant award period is from January 1, 2004 through December 31, 2004;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that $31,749 is hereby appropriated to account code 20-020-062152 with the following budget:

Revenues	
State Grant Funds	$28,574
Charlottesville Contribution	$1,588
Albemarle Contribution	$1,587
Total Revenue	$31,749

Expenditures	
Juvenile Justice Coordinator	$10,000
Other expenses	$21,749
Total Expenditures	$31,749

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA

Agenda Date:	July 19, 2004
Action Required:	Approval of Appropriation
Staff Contacts:	Mike Svetz, Director of Parks and Recreation Leslie Beauregard, Budget Manager
Reviewed By:	Gary O'Connell, City Manager
Title:	Summer Playground Staff Training Grant

Background & Discussion: The City of Charlottesville's Parks and Recreation Department hosted a 3-hour training session on June 16, 2004 for Summer Playground Staff focusing on:

1. Development of Leadership Skills for staff and program participants
2. Creating Awareness about and providing information and techniques on nutrition and activity in an effort to help combat Childhood Obesity Epidemic
3. Motivation of Summer Staff

The training was hosted by "Sports In Mind" out of Tampa, Florida.

Back in March 2004, Parks and Recreation staff met with Martha Jefferson Hospital about childhood obesity issues. Combating childhood obesity is a Board initiative at the hospital. In May 2004, the hospital board contacted Parks and Recreation and expressed interest in funding programs that focus on this issue. As a result, Martha Jefferson Hospital has agreed to provide the City with a grant in the amount of $1,282.00 to cover the cost of this training.

Alternatives: Not accept funding from Martha Jefferson Hospital.

Budgetary Impact: N/A

Recommendation: Appropriate and approve grant funds.

APPROPRIATION
Summer Playground Staff Training Grant
$1,282

WHEREAS, Martha Jefferson Hospital has granted funds to the City of Charlottesville to support Parks and Recreation programs that combat childhood obesity, in the amount of $1,282; now, therefore

BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of $1,282.00, received as a donation from Martha Jefferson Hospital, is hereby appropriated to 11-172-062057-50111 in the Grants Fund for staff training.

AN ORDINANCE
CLOSING, VACATING, AND DISCONTINUING
A PORTION OF CASTALIA STREET BETWEEN ELLIOTT AVENUE
AND ALTAVISTA AVENUE

WHEREAS, the owner of property located at 1002 Elliott Avenue has initiated a petition seeking to close an Alley located on Castalia Street between 918 Elliott Avenue and 919 Altavista Avenue (Parcels 55 and 56, City Tax Map 60) and 1001 Altavista Avenue and 1002 Elliott Avenue (Parcels 141 and 142, City Tax Map 60);

WHEREAS, the Alley which is the subject of this petition was created in 1891; it is currently an undeveloped paper street and there is no indication that this portion of Castalia Street was dedicated for public use; and

WHEREAS, a public hearing by the Planning Commission was held on June 8, 2004, following notice to the public and to adjacent property owners as required by law and the Planning Commission found no inconsistency with the City's Comprehensive Plan, and recommended approval of the proposed closing; and

WHEREAS, after consideration of the factors set forth within the City's November 18, 1991 street closing policy as well as matters specified within § 15.2-2232 of the Code of Virginia, this Council finds and determines that the petitioners' request should be granted; Now, therefore,

BE IT ORDAINED by the Council of the City of Charlottesville, Virginia that a portion of the Alley located on Castalia Street between Elliott Avenue and Altavista Avenue, is hereby closed, vacated, abandoned, and discontinued, the portion to be vacated being more particularly described as follows:

> A paper street 267 feet long by 50 feet wide, located on Castalia Street Bewteen Elliott Avenue and Altavista Avenue (City Tax Map 60, Parcels 55 and 56 and 141 and 142).

PROVIDED, HOWEVER, that this right-of-way closing shall be conditioned upon the payment of $50,730 by the applicant, as value for the property being acquired.

BE IT FURTHER ORDAINED that the Clerk of the Council shall send a copy of this ordinance with plat attached to the Clerk of the Circuit Court for recordation in the current street closing book.

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA

Agenda Date:	July 6, 2004
Action Required:	Approval or denial of rezoning application
Staff Contacts:	Mary Joy Scala, Neighborhood Planner
Reviewed By:	Gary O'Connell, City Manager
Title:	ZM-04-4-10 Commerce Street PUD

Background:

This proposed PUD with proffers would create a maximum of 5 units, including 3 townhouse units for sale, and a one-bedroom addition to the existing dwelling. The current R-2 zoning would allow a maximum of two single-family attached units, each with an accessory apartment unit, or a total of 4 units on the existing parcel.

The PUD zoning is necessary to allow increased density, townhouse type units, reduced lot sizes, and reduced setbacks.

Revised proffers are proposed by the developer as shown in the document attached dated June 2, 2004. Proffer #2 offers review of the design by NDS to assure consistency with the PUD plan (the design of the three townhouse units with porches and terraces).

In lieu of the 15% open space requirement, the applicant has proffered $2,880 to improve public spaces in the Satrr Hill neighborhood.

Discussion:

The Preliminary Public Applicant Item Review Meeting was held on Wednesday, May 26, 2004 at 10:00 a.m. in Council Chambers. One planning commissioner and the applicant's representative attended. Several Starr Hill residents attended and expressed concern regarding setting a precedent for future development; traffic; lack of parking spaces; the impact on the funeral home's operation; the lack of open space and the lack of back yards.

At the Joint Public Hearing on June 8, 2004, public comment was received from the neighborhood president regarding neighbors' concerns.

Budgetary Impact:

None

Recommendation:

On June 8, 2004 at a joint public hearing the Planning Commission voted 4-1 to approve this application to rezone property from R-2 to PUD with proffers as submitted.

Attachments: Staff Report

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA

Agenda Date:	July 6, 2004
Action Required:	Yes (Public Hearing and First Reading)
Staff Contacts:	Craig Brown, City Attorney
Reviewed By:	Gary O'Connell, City Manager
Title:	Moving City Council Elections from May to November

Background: Section 5 (d) of the City Charter provides that *"the election of councilmen shall be held in May of 1972 and biennially thereafter."* See also Virginia Code sec. 24.2-222 (any election of councilmen of a city whose charter provides for such elections at two-year or four-year intervals shall take place at the May general election of an even-numbered year). In 2000 the Virginia General Assembly adopted a statute, Virginia Code sec. 24.2-222.1, stating that *"the council of a city or town may provide by ordinance that the . . . council shall be elected at the November general election date, for terms to commence January 1."* As originally enacted this statute only contemplated that elections could be moved from May to November in the same calendar year (the statute specifically provided that if an election was moved from May to November the term of any incumbent would not be shortened, but rather extended for an additional six months). The 2002 General Assembly amended the statute to provide localities with the option of moving council elections from May in even-numbered years to November in odd-numbered years. Virginia Code sec. 24.2-222.1 now includes the following provision:

> *In any city or town that elects its council biennially or quadrennially and that changes to the November general election date in odd-numbered years from the May general election date in even-numbered years, mayors and members of council who were elected at a May general election shall have their term of office shortened by six months but shall continue in office until their successors have been elected at the November general election and have been qualified to serve.*

Discussion: On November 19, 2001 City Council held a public hearing on the question of whether City Council elections should be moved from May to November. At that time the only option under state law was to move the election to November in even-numbered years. The City Electoral Board submitted a letter supporting the proposed change, with statistical information regarding voter turnout at City Council elections and November general elections during the past decade, and the cost breakdowns for the past several elections. A copy of that letter with the voter turnout and election cost information, and the Council minutes of the public hearing, are attached. At that time Council declined to take any action, although some councilors expressed an opinion that Council elections in November of odd-numbered years may be better than in November of even-numbered years. Generally, federal elections are held in even-numbered years (President, Vice-President, U.S. Senate and House of Representatives), while state elections are in odd-numbered years (Governor, Lieutenant Governor, Attorney General, State Senate and House of Delegates, and local constitutional officers).

In January of this year City Council appointed a Task Force to examine the issue. A copy of the Task Force charge, dated January 5, 2004, the Task Force Report dated February 20, 2004, and a portion of the City Council minutes of January 5, 2004 and March 1, 2004 are attached. The Task Force unanimously recommended that City Council elections be moved to November in odd-numbered years. Council declined to take any action at that time, but unanimously agreed that the matter be considered and a public hearing held after July 1, 2004.

If Council elections are moved to November in odd-numbered years, the next City Council election will be in November, 2005. The effect on the current members of Council is as follows:

- Councilors Caravati and Schilling: Terms are currently scheduled to expire on June 30, 2006. If elections are moved to November of odd-numbered years, their terms will expire on December 31, 2005.
- Councilors Brown, Hamilton and Lynch: Terms are scheduled to expire on June 30, 2008. If elections are moved to November of odd-numbered years, their terms will expire on December 31, 2007.

Alternatives: City Council may by ordinance move City Council elections to November of even or odd-numbered years, or allow the elections to remain in May of even-numbered years.

Budgetary Impact: Information from the City Registrar's Office indicates that moving the City Council elections to November will save approximately $32,000 per Council election.

Recommendation: Both the City Electoral Board and the Task Force appointed by City Council have recommended that City Council elections be moved to November.

Attachments:

September 21, 2001 letter from Chair of the City Electoral Board, with attachments
Council minutes of public hearing on November 19, 2001
Task Force charge dated January 5, 2004
Council minutes of January 5, 2004
Task Force Report dated February 20, 2004
Council minutes of March 1, 2004
Proposed ordinance

AN ORDINANCE
TO AMEND ARTICLE II OF CHAPTER 2
OF THE CODE OF THE CITY OF CHARLOTTESVILLE
BY ADDING THEREIN A NEW NUMBERED SECTION 2-35, THAT PROVIDES FOR CITY COUNCIL ELECTIONS TO TAKE PLACE ON THE DATE OF THE NOVEMBER GENERAL ELECTION BEGINNING IN 2005

BE IT ORDAINED by the Council for the City of Charlottesville, Virginia that Article II of Chapter 2 of the Code of the City of Charlottesville is hereby amended by enacting a new section numbered 2-35 as follows:

ARTICLE II. CITY COUNCIL
DIVISION 1. GENERALLY

Sec. 2-35. Election of City Council at November general election.

(a) Pursuant to Virginia Code sec. 24.2-222.1 and notwithstanding the provisions of City Charter sec. 5 (d) and Virginia Code sec. 24.2-222, the election of members of City Council shall be held on the general election date in November of odd-numbered years, beginning in November, 2005, and biennially thereafter, in accordance with the following cycles:

(1) The election for the two City Council seats filled by the Council election of May, 2002 shall be held in November, 2005 and every four years thereafter; and,
(2) The election for the three City Council seats filled by the Council election of May, 2004 shall be held in November, 2007 and every four years thereafter.

(b) In accordance with the provisions of Virginia Code sec. 24.2-222.1 (D), members of City Council elected at a May general election shall have their term of office shortened by six months but shall continue in office until their successors have been elected at the November general election and have been qualified to serve.

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA

Agenda Date:	6 July 2004
Action Required:	Authorize Execution of Purchase Agreement and Approve Appropriation
Staff Contacts:	Linda Peacock, Assistant City Manager Aubrey V. Watts, Jr., COO/CFO Lisa Kelley, Deputy City Attorney
Reviewed By:	Gary O'Connell, City Manager
Title:	Purchase of Hedgerow Properties to Meet 20-Year Needs of Combined City/County General District Courts

Background: The City and County currently sublet the Levy Opera House to house the Juvenile and Domestic Relations Court functions during the renovation and expansion of the J&DR Court on East High Street. The lease period runs from November 2002 to April 2005, and construction on the J&DR Court is not expected to be complete until the Spring of 2006. The purchase of the Levy property would alleviate the need to enter into a new lease agreement, with either Hedgerow or with a new owner, at most probably a higher cost.

During this past winter, Hedgerow Corporation approached the City regarding its interest in purchasing the Levy Opera House and several other properties. If these properties were purchased, they could be used to meet the 20-year needs of a combined City/County General District Court as proposed in the original, comprehensive Courts Study. Also, purchase of these properties would protect the $1 million investment the City and County have made to renovate the Levy Opera House so it is suitable to house the J&DR Court functions on an interim basis.

Discussion: Hedgerow Corporation, owners of the Levy Opera House, the adjacent building (Jessup House) and parking lot, and the parking lot on 7th and Market Street, commissioned independent appraisals on the properties to determine market value and have shared the following: Levy Opera House, $3,000,000; the accompanying parking lot; $370,000; and the Jessup House, $870,000 although Hedgerow will honor its offer to sell it for $825,000. The Market Street parking lot's most recent valuation was $1,180,000. The properties are assessed at $2,404,000 (plus $224,700 for the parking lot), $675,000, and $586,200 respectively. (See

following chart.)

Property	'03 Assessed Value	'03 Appraised Value	Original Offer	'04 Assessed Value	'04 Appraised Value	Offer April 2004

Staff recommends that the City, in conjunction with Albemarle County, pursue the purchase of these properties for future use as a City/County General District Court and associated court parking.

Levy	**$2,185,400**	**$3,000,000**	**$2,500,000**	**$2,404,000**	**$3,000,000**	**$3,000,000**
Pkg Lot	**$204,000**	**(in fig above)**		**$224,700**	**$370,000**	**$370,000**
Jessup	**$614,200**	**$745,000**	**$621,800**	**$675,000**	**$870,000**	**$825,000**
7th & Market	**$532,000**	**$908,000**	**726-737.5K**	**$586,200**	**$1,180,000**	**$1,180,000**
Total	**$3,535,800**	**$4,653,000**	**$3,299,680**	**$3,889,900**	**$5,420,000**	**$5,375,000**

Alternatives: The only alternative would be to not purchase the properties. City Council should keep in mind that the City will most likely be faced with higher lease costs at Levy Opera House when the current lease expires at the end of April 2005. Also, if the City and County decide to construct a combined General District Court and parking facility as proposed in the original, comprehensive Courts Study, total costs would be millions of dollars higher.

Budgetary Impact: The purchase price of the properties would be split 50/50 between the City and the County. The City's share would be $2,687,500. The terms of the agreement with Hedgerow Corporation call for a $200,000 earnest money deposit soon after approval of the contract. This also would be split evenly between the City and the County. Staff proposes paying the City's $100,000 share from the contingency account of the Capital Fund. Title work on each of the properties has been completed and is under review. Environmental and building condition assessments are currently underway.

The balance of the purchase payment is due at closing, scheduled for no later than April 29, 2005. Staff recommends that the City's remaining payment of $2,587,500 be funded with proceeds to be received from the sale of an upcoming bond issue to be sold this calendar year.

Removing these properties from the tax rolls will result in a tax loss of $42,406 per year. However, as long as the Jessup House is leased, we will realize annual revenue of $64,375 (with a 3% annual escalator). Likewise, as long as the parking spaces on the 7th and Market Street lot are rented, we will take in revenues of at least $81,840.

Recommendation: Subject to like approval by Albemarle County, approve the resolution authorizing the City Manager to execute the agreement for the purchase of the above-listed Hedgerow properties and approve the appropriation for the City's share of the purchase.

Attachments: Proposed agreement; resolution authorizing the City Manager to execute the purchase agreement; appropriation resolution.

APPROPRIATION
FOR THE CITY SHARE OF ACQUISITION OF REAL PROPERTY
(City Tax Map 53, Parcels 108, 109, 111 and 159)
WITH ALBEMARLE COUNTY
FOR FUTURE JOINT COURT-RELATED PURPOSES

WHEREAS, the City of Charlottesville and the County of Albemarle wish to jointly acquire Parcels 108, 109, 111 and 159 of City Tax Map 53 from Hedgerow Corporation; and

WHEREAS, the City, the County, and Hedgerow Corporation have agreed to a purchase price of $5,375,000 for all four parcels; and

WHEREAS, the City and Albemarle County have agreed that the costs of acquisition of the properties shall be shared equally, including the purchase price and any closing costs; and

WHEREAS, the City and County have entered into an Intergovernmental Agreement defining the rights and responsibilities of each respective jurisdiction; and

WHEREAS, the terms of the agreement with Hedgerow Corporation call for a $200,000 earnest money deposit soon after the execution of the agreement; and

WHEREAS, the balance of the purchase payment is due at closing, scheduled for not later than April 29, 2005;

BE IT RESOLVED by the Council for the City of Charlottesville, Virginia that the sum of $100,000 is hereby appropriated from the Capital Fund account 26-020-122050 (Contingency) to Capital Fund account 26-020-121118-55106 (Hedgerow Properties Purchase) to fund the City's 50% share of an earnest money deposit; and

BE IT FURTHER RESOLVED by the Council for the City of Charlottesville, Virginia that the sum of $2,587,500, to be funded with proceeds to be received from the sale of an upcoming 2004 bond issue, is hereby appropriated to Capital Fund account 26-020-121118-55106 (Hedgerow Properties Purchase) to finance the City's 50% share of the acquisition of Parcels 108, 109, 111 and 159 of City Tax Map 53 from Hedgerow Corporation.

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA

Agenda Date:	July 19, 2004
Action Required:	Approval of Ordinance
Staff Contacts:	Pat Plocek, Manager, Parks & Grounds Division
Reviewed By:	Gary O'Connell, City Manager
Title:	Ragged Mountain Tenant House Lease

Background: The City owns a house at the Ragged Mountain Reservoir. It leases the property and the Tenant performs a number of maintenance tasks on the city owned property. Last year the City Council requested the Parks & Grounds Division to advertise this lease to see if there were other citizens interested in this lease. We did this and received two replies. Since both families had children that would live at the house, we contacted both parties and advised them that we had found lead paint on the house. Only one tenant advised that they were still interested. This is the same tenant we have had in the past at this location.

Discussion: The City Assessor's Office has estimated the fair market rent of the property in its present condition to be $600-650 per month. The lease requires the renter to do the following tasks: daily opening and closing of gates, mowing around the house and dam, and removal of trash along the lake areas used by the public. To pay an employee to perform these tasks would cost the following:

Gates – 2 hrs overtime/day ($30 X 30 days)	$900
Mowing ($350/mowX2)	$700
Trash – 2 hrs to drive to site and clean ($10X2hrsX4 times/month)	$ 80

Given the above we are recommending a rent of $250/month. The lease term begins September 1, 2004. This lease may be renewed for four (4) additional terms, with approval by the City Manager. The amount of rental payment would be reviewed prior to each lease renewal by the Director of Parks & Recreation and, if appropriate, rent will be adjusted.

Budgetary Impact: Revenue of $250 per month, plus services worth $1,680 per month.

Recommendation: Recommend approval of ordinance.

ORDINANCE
APPROVING LEASE AGREEMENT FOR
RAGGED MOUNTAIN RESERVOIR TENANT HOUSE

BE IT ORDAINED by the Council of the City of Charlottesville, Virginia, after a public hearing held in accordance with Virginia Code §15.2-1800(B), that the City Manager, or his designee, is hereby authorized to execute on behalf of the City the following document, in form approved by the City Attorney:

> Lease Agreement dated September 1, 2004 between Steve and Ann Majewski (Tenant) and the City of Charlottesville (Lessor) for the lease of property known as the Ragged Mountain Reservoir Tenant House.

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA

Agenda Date:	July 19, 2004
Action Required:	Yes (Public Hearing and First Reading)
Staff Contacts:	Craig Brown, City Attorney
Reviewed By:	Gary O'Connell, City Manager
Title:	Conveyance of Monticello Avenue Right-of-Way

Background: Landon and Suzanne Harris, the owners of the property located at 1019 Druid Avenue (City Tax Map 60, Parcel 127), have asked that the City quitclaim to them a triangular piece of vacant City-owned property located at the intersection of Monticello Avenue and Druid Avenue. The City property is adjacent to the parcel owned by Mr. and Ms. Harris, and is highlighted on the attached tax map. Mr. Harris' letter dated April 17, 2004 in support of the conveyance is also attached.

Discussion: The Department of Neighborhood Development Services, the City Traffic Engineer, the City Public Utilities Department and the City Assessor have reviewed the requested conveyance, and report the following:

- There is a water line and meter located within the subject property. Mr. And Mrs. Harris have agreed that the City will retain an easement for the water line and water meter.
- The property at 1019 Druid Avenue currently contains a single-family home, and the addition of the City property to that parcel will not create any new development rights for the owner. The additional property could facilitate an expansion of the existing house.
- There are no current City plans to widen or modify Monticello Avenue at this location. As seen on the attached pictures, there is a relatively new sidewalk on the Monticello Avenue side of the property. If Council wants to convey the property to Mr. and Ms. Harris, staff recommends that the City retain ownership of a strip of property on the Druid Avenue side of sufficient width to accommodate a

future sidewalk.

- The entire property contains approximately 3,717 square feet, and the easement area to be retained by the City is approximately 967 square feet. The City Assessor has determined the fair market value of the City parcel with the easement to be $6,000.00. The property at 1019 Druid Avenue is currently assessed at $144,100. If the City property is added to this parcel the assessment will increase by no more than $6,000.

Alternatives: Council can: (i) decline to convey any of the requested property, which requires no action; or (ii) agree to convey the property to the adjacent owner (less the easement area and any of the property that may be needed for a future sidewalk on Druid Avenue). If Council wishes to convey the property, we will need you to decide whether the conveyance is with or without compensation to the City. I have attached a list of prior City right-of-way conveyances since 1995 and the consideration, if any, received.

Budgetary Impact: If the property were sold for the fair market value the budgetary impact would be the value received for the property, and the increase in the real property tax assessment for the adjoining lot.

Recommendation: City staff that has reviewed the request has no objection to the conveyance if the City retains sufficient property on Druid Avenue for a sidewalk.

Attachments:
Tax Map of the property
Letter dated April 17, 2004 from Landon Harris
Photos of the property
List of prior conveyances of City right-of-way post-1995
Proposed ordinance

AN ORDINANCE
AUTHORIZING THE CONVEYANCE OF
CITY-OWNED PROPERTY AT THE INTERSECTION OF
MONITCELLO AVENUE AND DRUID AVENUE
TO LANDON AND SUZANNE HARRIS

WHEREAS, Landon and Suzanne Harris, the owners of 1019 Druid Avenue, wish to acquire the adjoining vacant City-owned property located at the intersection of Monticello Avenue and Druid Avenue; and,

WHEREAS, in accordance with Virginia Code sec. 15.2-1800 (B), a public hearing was held to give the public an opportunity to comment on the proposed conveyance of the City property as requested by Mr. and Ms. Harris; and,

WHEREAS, the City Engineer, the City Traffic Engineer and the Public Utilities Manager have reviewed the proposed conveyance and have no objection thereto, provided (i) sufficient City property is retained for possible future sidewalk and curb and gutter improvements on Druid Avenue; and (ii) a 20' wide easement be retained for maintenance and repair of the existing water line and meter;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Charlottesville, Virginia that the Mayor is authorized to execute a deed of quitclaim, in form approved by the City Attorney, for the triangular piece of vacant City-owned property located at the intersection of Monticello Avenue and Druid Avenue, adjacent to Parcel 127 on City Tax Map 60, containing approximately 3,717 square feet, less any amount deemed necessary by the City to construct a future sidewalk, curb and gutter on Druid Avenue, and with an easement 20 feet in width retained by the City centered on the existing City water line. Compensation to the City for the conveyance shall be $1.50 per square foot for property located within required setbacks, and $3.00 per square foot for property not located within required setbacks. The City Attorney is hereby authorized to take whatever steps are necessary to effect the closing of said property conveyance.

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA

Agenda Date:	July 19, 2004
Action Required:	Adoption of Strategic Business Planning Process Guidelines
Staff Contacts:	Leslie Beauregard, Budget Manager Jim Tolbert, Neighborhood Development Services
Reviewed By:	*Gary O'Connell, City Manager*
Title:	Strategic Business Planning and Long Term Financial Issues

Background: In March 2004, the City Manager made a commitment to Council that starting this summer, the City would undergo an a new approach to develop Strategic Business Plans, starting with public safety and eventually encompassing every city operation of the city government. This process has begun and Council is now being asked to adopt several guidelines as we begin to develop a detailed process. The Attached power point presentation includes the "guidelines" the City Manager is requesting the City Council to adopt. The guidelines along with a proposed motion are also at the end of this agenda summary for Council adoption.

Discussion: The City's FY2005 budget development process was challenging and conveyed a lot regarding the City's financial future. Basically, it is the City Manager and financial and budgetary staff's perspective that economically the City cannot continue to take for granted double-digit real estate assessment increases, and tax and fee increases to balance the budget. Both from the economics

changing with increasing interest rates (that will slow down property transfers and as we project consequently slow down property value increases), and the community politic and concern over affording rapidly increasing property tax assessments, we conclude that we should be using a different revenue strategy for the future. That means reducing revenues to the City, as is shown in the attached graphs and charts, which in the end requires reducing expenditures. So the City Manager is proposing a process to explore what we do and how we do it, with the first set of proposals to be submitted to Council with proposed budget for FY'05-'06. We would envision this to be a three year process to complete all the business plans and implement them through the budget process.

As a result of the many discussions that occurred during budget development this past spring, the City Manager pledged to Council that he with department heads and staff would embark on a formal "Strategic Business Planning" process, starting with public safety. The Strategic Business Plans would be all encompassing and will force the City to assess where we are currently, where do we want to be, and how do we get there. It will also work around the business center concept, rather than the familiar department concept. By doing this, City Council and the community, as well as city staff, will be able to see exactly how much it costs to provide a particular service in the city. It will also enable us to more easily make judgments on that service, whether it should be increased, decreased, consolidated, privatized or eliminated, etc. And, we need to ask the tough questions, such as can we afford to continue providing the same level of quality service that citizens now expect?

Finally, this process will be directly linked to the benefits the City will gain from the implementation of CityLink. There will be an entire focus on this aspect alone to use the changes by installing new administrative process via the new CityLink computer system that will improve customer service, improve efficiency and reduce costs.

Alternatives: By not engaging in this approach now, we simply delay the inevitable. The City's costs will continue to rise as revenues fall flat or decline and City services will suffer and probably be eliminated without any data to support why or why we should not continue to provide a level of service. In addition, "Strategic Business Planning" will be another tool for City Council to use during the budget process to make informed decisions about City services.

Budgetary Impact: As council will see in the presentation, the City is facing daunting budget deficits in future fiscal years if we continue down the current path. This process will assist the City and Council in making decisions to eliminate this gap.

Recommendation: Adopt via motion the proposed Strategic Business Planning guidelines:

- Do everything possible to preserve our AAA Bond Rating
- Continue to provide excellent customer services at the highest quality level, but within spending limits and by setting priorities
- Limit growth in real property tax to no more than 5% annually
- Develop operating budgets so we operate at or under revenue growth projections
- Continue process with CityLink to be used as a tool for quality customer service, cost reduction and service efficiency
- Develop a process that involves employees, the Council, and the community