

7. RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY 2011-2015
ACQUISITION AND DISPOSITION PROGRAM




RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

BANK OF AMERICA FINANCIAL CENTRE
2001 BROADWAY SUITE 300
RIVIERA BEACH FLORIDA 33404
PHONE: 561-844-3408
FAX: 561-881-8043
WEBSITE: www.rbkra.org

MEMORANDUM

TO: Honorable Chair and Members, CRA Board of Commissioners
City of Riviera Beach, Florida

FROM:  Tony T. Brown, Executive Director, Riviera Beach CRA

DATE: December 6, 2011

CC: Ruth Jones, City Manager
Pamala Ryan, City Attorney
Michael Haygood, Interim CRA Attorney

SUBJECT: Policy and Procedures for the Acquisition and Disposal of Real Property by the Agency

Heretofore, the Agency did not have a codified set of policies and procedures for the acquisition or disposal of real property in its "Comprehensive Policies and Procedures Manual." The attached proposed "Policy and Procedures for the Acquisition and Disposal of Real Property" provide the Agency with the guidance needed to effectively address the sale and disposal of property, in compliance with State statutes and the policies of the Agency's governing body.

Request for Board Action

The CRA Plan contains goals and objectives regarding the need for affordable housing; open space; commercial revitalization; projects designed for the reduction or prevention of crime; and, projects designed for the prevention of the development or spread of slums and blight within the CRA Area. To implement the CRA Plan, real property may be acquired to implement projects in the CRA Plan. From time to time, strategic priorities may shift or project strategies fulfilled. In these situations, real property owned may require disposition or property may be acquired.

It is incumbent on the Agency to develop an appropriate policy statement and the associated procedures to effectively address the purchase and disposal of real property.

1. Policy Statement

The CRA will engage in the strategic acquisition and/or disposal of real property located within the CRA Area to accomplish the goals and objectives set forth in the CRA's Plan. Real property owned by the Agency shall be maintained in a pristine manner; properly inventoried and assessed no less than annually for its relevance in achieving the CRA Plan.

2. Procedures

Procedures to implement the above policy statement, procedures have been developed that address acquisition of real property by purchase, including the authority to negotiate, acquire or lease real property; exchange of real property to facilitate specific redevelopment activities; acquisition by donation; and, the reporting of real property owned by the Agency. The procedures also delineate the statutory requirements addressing the disposal of real property.

Agency management requests the Board's approval of the attached policy and procedures.