



LAKE WORTH

COMMUNITY REDEVELOPMENT AGENCY

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MEMORANDUM

TO: Chair, Vice Chair and Members of the CRA Board

FROM: Rachel A. Bach, Executive Director

DATE: June 27, 2006

SUBJECT: Draft Acquisition and Relocation Policies and Procedures

RECOMMENDATION:

Staff recommends adoption of the CRA Acquisition and Relocation Policies and Procedures.

EXPLANATION:

In March 2006, the CRA Board hired The Urban Group to prepare Acquisition Policies and Procedures and re-evaluate the CRA's adopted Relocation Policies and Procedures. The draft Acquisition Policies and Procedures lay out the process for purchasing properties including establishing an offer price, providing standardized contracts and other documents, and offering bonuses to expedite closings. It provides the Executive Director flexibility in negotiating a purchase price and making an offer with the final contract contingent on CRA Board approval. It does not identify a strategy for identifying potential acquisitions. This will need to be addressed by the Board at a later date.

The Relocation Policies and Procedures identify a process to calculate reimbursement of relocation expenses such as moving costs, security deposits and rental assistance, for commercial and residential tenants occupying space acquired by the CRA. The Urban Group identified a need to amend the CRA's previously adopted Relocation Policies and Procedures when using them to payout tenants from the CRA's Downtown Parking Lot acquisitions. The Urban Group found that the previous Relocation Policies and Procedures were complicated to calculate payment and resulted in payments well in excess of Federal requirements which are typically more stringent. Previous payments ranged from \$7,000 to over \$14,000 per unit (1 and 2 bedroom) for relocation assistance.

The amended policies offer the option of reimbursement of actual costs or a fixed payment.

PROGRAM IMPACT:

Provides a standardized process for property acquisition. Property acquisition and assembly is recommended in amendments to the CRA Redevelopment Plan

FISCAL IMPACT:

This is a budgeted item.

ALTERNATIVES:

None.

Recommended by: _____
Rachel A. Bach, Executive Director