

# 002204  
12/17/01

### **Property Acquisition (April 30-October 31)**

APD will manage and conduct all property acquisition activities (with the exception of the work write-ups) associated with the Model Blocks. For each Model Block property, APD will categorize the properties for priority for acquisition (if the property will be acquired), and will then take the following actions:

- Send a letter to the property owner inviting the owner to sell his or her property. The letter will be under the name of the Community Redevelopment Agency, with APD as the primary contact.
- If the property owner is unwilling to sell, or is asking an unreasonable price, APD will recommend using the eminent domain process to acquire the property, or recommend another approach under another program, such as an owner-occupied rehabilitation grant or loan, and continue contact with the owner to work out an agreement or an approach.
- Prior to the Redevelopment Agency closing on the purchase of a property, or prior to finalizing an approach to the rehabilitation strategy of a property (in the event it will not be purchased by the Redevelopment Agency), APD will manage the process of the work write-ups (which will be conducted by the City) and will create a detailed development budget for the property. If the property development costs exceed the range specified in the Marketing Analysis, APD will recommend that the City exit the contract negotiations.

APD will conduct all of the negotiations for the acquisitions. Since the negotiations occur on a variable basis, the deliverables will include *monthly progress reports*.

### **Design & Construction (December 30-ongoing)**

APD will manage aspects of the design of the model blocks, including preparing requests for proposals for any design or architectural work. Since the work will occur on an ongoing basis, the deliverables will include *monthly progress reports*.

### **Overall Management & Coordination (February 1-ongoing)**

APD will hold *monthly meetings* with City staff and community group leaders to keep all stakeholders informed of the project. The meetings will include clarifying monthly reports and exchanging information regarding strategies and approaches.