

Greenway Levy Acquisition Approval Procedure

Reference Number PAR 04.01.01

Purpose

To provide guidelines for the procedure and approval process for acquisition of property utilizing the Greenway Levy Funds.

Scope

All property acquisitions with expenditure of Greenway Levy Funds.

Policy/Conditions

CONTROLLING LAWS:

The Greenway Levy Ordinance ([Number 10051](#)), Beyond Greenway Levy Ordinance ([Number 10832](#)), Greenway III Ordinance (Number [2006-03-033](#)), and the City ordinances related to Real Property purchases.

POLICY:

The Greenway Levy campaigns have identified different corridors and properties through the community for acquisition as part of a network of greenways, open space, parks, trails and wetlands. The Parks and Recreation Department will encourage on-going community input to identify additional areas of need.

The Property acquisition methods will include property purchase, acquiring different types of easements and donations. The approval procedures will involve City appointed citizen committee recommendations and then City Council final approval.

PROCEDURE

1. Key properties will be identified for consideration and recommended for funding allocation from Greenway Levy funds.
2. The Parks and Recreation staff will provide the research on ownership and estimated acquisition cost to the property. The research could include title searches, appraisals and survey of property if needed.
3. The staff will prepare a preliminary recommendation priority list of properties that will be submitted to the Greenway Advisory Committee for consideration, including the estimated acquisition cost.
4. After the property has been presented to the Greenway Committee, their recommendation will be forwarded to the Parks and Recreation Advisory Board for their review and recommendation.
5. The Parks and Recreation Board's recommendation, along with the Greenway Committee recommendation, is then forwarded to City Council for their information and direction to staff.
6. The staff will then proceed with title searches, appraisals, surveys and final negotiations on the identified priority projects. If the final negotiated price is higher than the estimated cost, the staff will then resubmit the project purchases to

the Greenway Committee and Parks and Recreation Board for recommendation and to the City Council for direction to staff.

7. Once negotiations are completed and the Purchase and Sale Agreement (which will be contingent upon approval of the City Council) is signed, the property acquisition is presented to City Council for approval for authorization to purchase the property.

8. Once the property transaction has been completed, the land will be identified and coded on the City inventory of public properties and the recorded deed will be submitted to the Finance Director for record keeping.

9. The Greenway Committee, Parks and Recreation Board, and City Council will be notified by staff of completion of all property transactions, including the purchase price.

Status	Active
Level	Departmental
Chapter	Parks, Recreation and Cemetery
Section	
Developed By	Byron Elmendorf, Parks and Recreation Director
Issued	1/1/1992
Revised By	Paul Leuthold, Parks and Recreation Director
Revised	9/18/2006
Approved By	Mark Asmundson, Mayor
Reviewed	
Archived	
Create Copy	No