



City of Riverside Administrative Manual

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Policy Owner(s): Community and Economic
Development

Approved: 

Department


City Manager

SUBJECT:

Real Property Valuations and Estimates

PURPOSE:

To provide guidance in acquiring appraisals from independent sources and for preparing in-house cost estimates when it is impractical to obtain them from independent sources due to cost or the time factor requirement.

POLICY:

The California State Constitution provides that private property shall not be taken for public use without just compensation having first been paid unless the taking meets requirements under "police powers". The Real Property Services Division is responsible for furnishing value judgements to the City Manager and to other Departments within the City, as to "just compensation" due for the taking or proposed taking or damaging of real property or interest therein.

The Real Property Services Division is responsible for securing appraisals and monitoring independent professional appraisal services.

The Real Property Services Division shall secure appraisal reports for the purpose of providing the fair market value of property to be purchased, leased or otherwise acquired or sold. Appraisals shall also cover valuation of any damages to the remaining property, and value any benefits to the remaining property.

The appraisal reports prepared by the selected appraisers shall be in conformance with and subject to requirements of the Code of Professional Ethics and Uniform Standards of Professional Appraisal Practice (USPAP), or any other applicable rules and regulations.

PROCEDURE:

Responsibility	Action
Requesting Department	1. Submits a completed "Request for Real Property Related Services" form to the Real Property Manager and asks for either an in-house valuation estimate or a professional appraisal.
Real Property Services	2. Reviews the request; if for an in-house valuation estimate, researches market data and prepares a value estimate. If for a professional appraisal, determines the appraisal standard needed based on the intended use (i.e. the probable price acquisition or disposition or highest price subject to California Code of Civil Procedure section 1263.320 where acquisition is under the threat of eminent domain, and obtains appraisal cost estimates and secures an appraisal. 3. Reviews the draft appraisal, recommends changes as necessary, prepares an Appraisal Summary Review and routes for Community and Economic Development Department approval. Forwards results of appraisal or in-house valuation estimate to the requesting department.