



## CITY COUNCIL DIRECTED POLICY

### Policy # 18-01ccd

**TO:** Russ Blackburn, City Manager

**FROM:** City Council

**EFFECTIVE DATE:** 1/22/2018

**INITIATED BY:** Procurement Management Department

**POLICY TITLE:** DISPOSITION OF CITY-OWNED REAL PROPERTY AND/OR BUILDINGS

#### PURPOSE STATEMENT

To update the Policy for the Disposition of City-owned Property and/or Buildings that was approved by City Council on June 16, 2003.

#### DEFINITIONS

N/A

#### POLICY

1. The Procurement Management Department (PMD), prior to real property being declared surplus and offered for sale, either through Request for Proposal (RFP) or through the Auction Process, will receive a signoff from all City Departments indicating that there is no existing or future use for said real property or buildings. Upon reviewing comments by the various departments, which must respond to the request by PMD within five (5) business days, PMD will create a list of surplus properties that are to be sold.
2. PMD will submit to the City Council the list of properties to be declared surplus pursuant to procedures and the sale of all real property must be finalized by ordinance in accordance with the terms and provisions of the Charter of the City of Port St. Lucie at Section 9.09(g). The request to declare real property as surplus shall include the date the property was purchased by the City, original purpose, price, and legal description.
3. PMD will implement the appropriate arrangements for all declared surplus properties to obtain appraisals and then proceed to sale either via auction or RFP. The PMD Department will be responsible for providing the Finance Department with a list of the lands to be sold (for GASB 34 requirements) and to the City Attorney's Office, who will work together with all appropriate parties and the title company to effectuate closing for all real estate sales. Upon completion of the closing, the City Attorney's Office will advise the Finance Department, PMD, Office of Management and Budget, Information Technology, Risk Management, and other involved City Departments of the closing so it can be appropriately accounted for on the City's master inventory and within the budget.
4. All land and/or buildings must have an appraisal prior to the sale and the establishment of a minimum price will be based upon said appraisal. Appraisal may be conducted by comparable and like parcels, therefore an individual appraisal per each site is not required. Said appraisal for the real property cannot be older than six (6) months.
5. The City Staff shall recommend, and provide the justification for, the method of sale via an RFP or Auction process. The City Council shall determine and approve the method of sale to be utilized.



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- A. RFP process is a written solicitation for competitive sealed proposals and shall follow the City's Purchasing Policy and Procedure Manual.
  - B. The Auction process will be utilizing the City's contracted auction service and may be an on-site live auction with on-line bidding included.
6. All real property sold will require that the City set a minimum price for said property. The minimum price is as net to the City. No real property will be sold for less than the minimum price. Minimum price shall be based upon the appraisal and/or comparable and like parcels as previously indicated in paragraph "4" hereinabove.
  7. All sales will allow the City to reject all proposals for failure to meet minimum price requirements, failure to meet other terms and conditions, or not be in the best interest of the City.
  8. All real property to be sold will be posted with a sign detailing how and when it will be sold and a contact number for any questions that the prospective purchasers may have.
  9. All adjacent property owners within 300' of the property to be sold will be notified of the sale by first class mail.
  10. The City Manager will be required to recommend, in writing, a designation or disposition of revenues from the sale of each property. Such recommendation by the City Manager shall consider the original purpose for which the property was acquired and whether or not the proceeds from the sale of said real property are required to go to a specific fund. The City Council will designate the direction or utilization of proceeds from the sale of real property or buildings.
  11. The City Council reserves the right to dispose of surplus real property and non-surplus real property by any other means in the best interest of the City of Port St. Lucie upon motion of the City Council.

**This item was before and approved by the Port St. Lucie City Council on January 22, 2018 as Agenda Item 11C: Resolution 18-R07.**