## DRAFT REFERENCE SURPLUS PROPERTY PLANNING WORKSHEET

	DRAFT REFERENCE SURPLUS PROPERT	
Board Meeting	<ul> <li>Determine whether 7-11 committee will be required to declare the property "exempt surplus" (not required for non-instructional facilities, workforce housing, lease to private entity for summer school). (EC 17391).</li> <li><i>Optional</i>) Adopt resolution directing staff to recruit 7-11 committee and begin the surplus process.</li> </ul>	
Recruitment work 30-60 days	<ul> <li>Recruit 7-11 committee members.</li> <li>(<i>Optional, but recommended</i>) obtain appraisal <i>through counsel</i> to determine market value.</li> <li>(<i>Optional</i>) Obtain real estate agent.</li> <li>(<i>Optional, but recommended</i>) Obtain condition of title report.</li> </ul>	
Board Meeting	□ School Board takes action to <i>appoint</i> 7-11 committee members. (EC 17388).	
711 mtgs (timing dependent on complexity) Board Meeting	<ul> <li>7-11 committee must post notice prior to hearing &amp; circulate priority list of surplus space.</li> <li>7-11 committee must hold a hearing. (EC 17389).</li> <li>7-11 committee adopts report and makes findings. (EC 17389).</li> <li>If waiver is sought, solicit input 7-11 Committee and bargaining groups on the waiver. (EC 33050(b)(1)).</li> <li>Board receives 7-11 report, declares property "exempt surplus." (GC 54221(b)(1)).</li> <li>Submit resolution to HCD for 30-day review period. (GC 54221(b)(1)).</li> <li>If waiver is sought, Board holds hearing, passes resolution authorizing staff to file a waiver. (EC 33050(a)).</li> </ul>	
	Statutory Surplus Property Steps	SBE Waiver of Surplus Steps
Offer Period ~60-90 Days	<ul> <li>For Leases Only</li> <li>60 day offer to lease vacant classrooms for to SELPA/COE for SPED programs (EC 17465)</li> <li>Additional Steps For Both Sales &amp; Leases</li> <li>(Optional) Offer for child care development services. (EC 17458.)</li> <li>Naylor Act - 60 day offer of land used, or particularly suited for recreational purposes for prior 8 years to (1) City, (2) Park/rec District (3) Regional park authority, (4) County. (EC 17485, 17489.)</li> <li>Additional Steps Only For Sales &amp; Leases With Purchase Options</li> <li>Notice former property owner 60 days prior to bid date (EC 17470).</li> <li>60 day offer to DGS/UC/CSU/County/City, housing authority, and publication of intent to sell 1x week for 3 weeks. (EC 17464).</li> </ul>	<ul> <li>File SBE Waiver</li> <li>In unlikely event property is not "exempt surplus," make offers required under GC 54220 <i>et seq.</i> (EC 17459 not waivable).</li> <li>Gather approvals needed for waiver application, consult with unions</li> <li>Submit online waiver application. SBE meets every other month, and has a two-month lead time (approximately) on agenda items.</li> </ul>
Board Meeting	<ul> <li>Board adopts "Resolution of Intent" by 2/3 vote specifying minimum price, terms, broker fee, and setting date to open proposals at least 3 weeks later. Publish notice in a newspaper once per week for <i>3 weeks</i>. (EC 17466, 17472).</li> <li>Provide bid documents to interested parties.</li> <li>Authorize staff to file CEQA exemption.</li> <li>At Board meeting, open and declare bids, call for oral bids.</li> <li>Accept bids or adjourn and accept bids within 10 days.</li> </ul>	If waiver is granted: Authorize staff to file CEQA exemption. Issue RFP seeking potential buyers. Negotiate agreement Publicly announce proposals and approve agreement within 30-60 days
Board Meeting	<ul> <li>Buyer due diligence, title report, closing.</li> <li>Request planning commission report re: general plan (40 day response window). (GC 65402).</li> </ul>	<ul> <li>Buyer due diligence, title report, closing.</li> <li>Request planning commission report re: general plan (40 day response window). (GC 65402).</li> </ul>