

DRAFT REFERENCE SURPLUS PROPERTY PLANNING WORKSHEET

Board Meeting	<input type="checkbox"/> 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). <input type="checkbox"/> (<i>Optional</i>) Adopt resolution directing staff to recruit 7-11 committee and begin the surplus process.	
Recruitment work 30-60 days	<input type="checkbox"/> Recruit 7-11 committee members. <input type="checkbox"/> (<i>Optional, but recommended</i>) obtain appraisal <i>through counsel</i> to determine market value. <input type="checkbox"/> (<i>Optional</i>) Obtain real estate agent. <input type="checkbox"/> (<i>Optional, but recommended</i>) Obtain condition of title report.	
Board Meeting	<input type="checkbox"/> School Board takes action to appoint 7-11 committee members. (EC 17388).	
711 mtgs (timing dependent on complexity)	<input type="checkbox"/> 7-11 committee must post notice prior to hearing & circulate priority list of surplus space. <input type="checkbox"/> 7-11 committee must hold a hearing. (EC 17389). <input type="checkbox"/> 7-11 committee adopts report and makes findings. (EC 17389). <input type="checkbox"/> If waiver is sought, solicit input 7-11 Committee and bargaining groups on the waiver. (EC 33050(b)(1)).	
Board Meeting	<input type="checkbox"/> Board receives 7-11 report, declares property "exempt surplus." (GC 54221(b)(1)). <input type="checkbox"/> Submit resolution to HCD for 30-day review period. (GC 54221(b)(1)). <input type="checkbox"/> If waiver is sought, Board holds hearing, passes resolution authorizing staff to file a waiver. (EC 33050(a)).	
	Statutory Surplus Property Steps	SBE Waiver of Surplus Steps
Offer Period ~60-90 Days	<p><u>For Leases Only</u></p> <input type="checkbox"/> 60 day offer to lease vacant classrooms for to SELPA/COE for SPED programs (EC 17465) <u>Additional Steps For Both Sales & Leases</u> <input type="checkbox"/> (<i>Optional</i>) Offer for child care development services. (EC 17458.) <input type="checkbox"/> <i>Naylor Act</i> - 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.) <p><u>Additional Steps Only For Sales & Leases With Purchase Options</u></p> <input type="checkbox"/> Notice former property owner 60 days prior to bid date (EC 17470). <input type="checkbox"/> 60 day offer to DGS/UC/CSU/County/City, housing authority, and publication of intent to sell 1x week for 3 weeks. (EC 17464).	<p>File SBE Waiver</p> <input type="checkbox"/> In unlikely event property is not "exempt surplus," make offers required under GC 54220 <i>et seq.</i> (EC 17459 not waivable). <input type="checkbox"/> Gather approvals needed for waiver application, consult with unions <input type="checkbox"/> Submit online waiver application. SBE meets every other month, and has a two-month lead time (approximately) on agenda items.
Board Meeting	<input type="checkbox"/> 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 3 weeks . (EC 17466, 17472). <input type="checkbox"/> Provide bid documents to interested parties. <input type="checkbox"/> Authorize staff to file CEQA exemption. <input type="checkbox"/> At Board meeting, open and declare bids, call for oral bids. <input type="checkbox"/> Accept bids or adjourn and accept bids within 10 days.	<p>If waiver is granted:</p> <input type="checkbox"/> Authorize staff to file CEQA exemption. <input type="checkbox"/> Issue RFP seeking potential buyers. <input type="checkbox"/> Negotiate agreement <input type="checkbox"/> Publicly announce proposals and approve agreement within 30-60 days
Board Meeting	<input type="checkbox"/> Buyer due diligence, title report, closing. <input type="checkbox"/> Request planning commission report re: general plan (40 day response window). (GC 65402).	<input type="checkbox"/> Buyer due diligence, title report, closing. <input type="checkbox"/> Request planning commission report re: general plan (40 day response window). (GC 65402).