

Legal Notice for publication in the Monticello News on June 17, 2022, and June 24, 2022) and posting on the County Courthouse public notice bulletin board.

Property Reference: 0.137 +/- acres located at 1170 Sage Street Monticello, FL 32344
Parcel Information: 30-2N-5E-0000-1670-0000 (Prop. ID 11558)

Deadline to Respond: June 29, 2022, by 3pm
Minimum Offer: \$1,775.00

The Board of County Commissioners voted on March 4, 2021, to surplus the above referenced property via **bid sale method**. This parcel is zoned City-R-1-A (Residential land).

If you are interested in obtaining the property information package, contact:

Jefferson County Planning Dept.
445 W. Palmer Mill Road Monticello, FL 32344
Tel.: 850-342-0223

To make an offer to purchase this property, please notify the Jefferson County Planning Dept. on or before **3:00 pm (EST) on June 29, 2022**. Your submission must include your bid amount and contact information. All submissions must be in writing via letter, written note, or email delivered and received by the Planning Office by the deadline above.

Jefferson County Planning Dept.
445 W. Palmer Mill Road Monticello, FL 32344
Tel.: 850-342-0223

The minimum offer price is **\$1,775.00** broken down as follows:

\$ 675.00 Land Value (25% of \$2,700.00 value as stated on the 2021 Property Tax Roll)
\$1,000.00 Attorney's Fees for preparation of Purchase Agreement
\$ 100.00 Certified Mailing costs
\$1,775.00*

* The purchaser has the option to pay additional fees for surveys, title insurance, or appraisals.

If more than one bid is received the County will award the property to the highest bidder. The highest bidder will be notified on June 29, 2022, by 5pm and payment **must be** submitted in full by July 1, 2022, by Noon (12pm). In the event payment is not received, the award will go to the next highest bidder.

Sincerely,

Renee Long, Planning Assistant
Jefferson County Planning Department

NOTICE OF INTENT TO SURPLUS LAND VIA PRIVATE SALE

Date: June 14th, 2022
Property Reference: 30-2N-5E-0000-1670-0000 (Prop. ID 11558)
Deadline to Respond: June 29th, 2022, by 3:00pm
Minimum Offer: \$1,775.00*

Dear Landowner:

The Board of County Commissioners voted on March 4th, 2021, to surplus the above referenced property via **bid sale method**. This parcel is undeveloped land, zoned City-R-1-A (residential).

This is an official written notice being presented via certified mail to all adjacent property owners. Information about the property being offered for sale can be found in the enclosed attachments.

To make an offer to purchase this property, please notify the Jefferson County Planning Dept. on or before **3:00 pm (EST) on June 29th, 2022**. Your submission must include your bid amount and contact information. All submissions must be in writing via letter, written note, or email delivered and received by the Planning Office by the deadline above.

Jefferson County Planning Dept.
445 W. Palmer Mill Road
Monticello, FL 32344
Tel.: 850-342-0223

The minimum offer price is **\$1,775.00** broken down as follows:

\$ 675.00	Land Value (25% of \$2,700.00 value as stated on the 2021 Property Tax Roll)
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<u>\$ 100.00</u>	Certified Mailing costs
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** The purchaser has the option to pay additional fees for surveys, title insurance, or appraisals.*

If more than one bid is received the County will award the property to the highest bidder. The highest bidder will be notified on June 29th, 2022, by 5pm and payment **must be** submitted in full by July 1, 2022, by Noon (12pm). In the event payment is not received, the award will go to the next highest bidder.

Sincerely,

Renee Long, Planning Assistant
Jefferson County Planning Department

Statement of Issue:

This agenda item is presented to the Board to request declaration of Property #4: 0.137+/- acres of County owned land described as parcel id 30-2N-5E-0000-1670-0000 (11558), as surplus lands and disposition via the private sale method, authorizing the bid sale to proceed with contingencies for successful buyer to cover costs of survey; title insurance; appraisal; if so desired.

Background:

The BOCC adopted a resolution relating to the disposition of surplus lands and adopted a surplus lands policy on October 17, 2019. Per this policy, the County Coordinator, or designee may make a determination of whether or not the land has any potential for future County use. If no such use is identified, it is at the sole discretion of the BOCC to surplus said lands; determine the method of disposition; and publicly notice this fact.

Analysis:

The parcel was not identified to have future potential use for the County.

When the property was acquired by the County and the cost of the acquisition:

August 18, 2020 at a cost of \$0.00

The original reason for acquisition by the County:

On August 10, 2017, land was offered for sale as required by law for cash to the highest bidder. There were no bids offered and the property was placed on the List of Lands Available for Taxes pursuant to Section 197.502, Florida Statutes. Three years have passed from the date the subject land was offered for public sale and placed on the List of Lands Available for Taxes in accordance with Section 197.502(7), Florida Statutes, without having been purchased.

The site location and description including any improvements and zoning classification:

IN NE1/4 OF SE1/4 Unsubdiv. Lands ORB 64 P 734 of Section 30, Township 2 North, Range 5 East

No visible improvements

Future Land Use is Residential low density

The size of the property:

0.137 acres

The current estimate of market value:

\$2,700 per County Appraiser 2021 Tax Roll.

Fiscal Impact:

Expense of \$1,100.00 or less to cover certified mailing; advertising; and preparation of legal documents.

Future tax revenues will be collected for the property based on its use by the buyer.

Options:

1. Approve declaration of surplus property and disposition method.
2. Do not approve declaration of surplus property and disposition method.
3. Board direction.

Interim County Coordinator's Recommendation:

Option 1. Approve declaration of surplus property and disposition method.

Attachments:

Legal Notice; Notice of Intent; Statement of Issue; Property Location Map; Surrounding Property Owner Map; Land Use Designation Map; Deed; Resolution Draft

LOCATION MAP



Parcel ID	30-2N-5E-0000-1670-0000	Mailing Address	JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS COURTHOUSE ROOM 10 MONTICELLO, FL 32344	Improvement Value	\$0	Just Value	\$2,700	Last 2 Sales		
Prop ID	11558	Physical Address	1170 SAGE ST	Land Value	\$2,700	Assessed Value	\$2,700	Date	8/18/2020	Price
Property Usage	VACANT			Ag Land Value	\$0	Exempt Value	\$0		0	V U
Acreage	0.137			Ag Market Value	\$0	Taxable Value	\$2,700			

Desc IN NE1/4 OF SE1/4 UNSUBDIV LANDS ORB 64 P 734

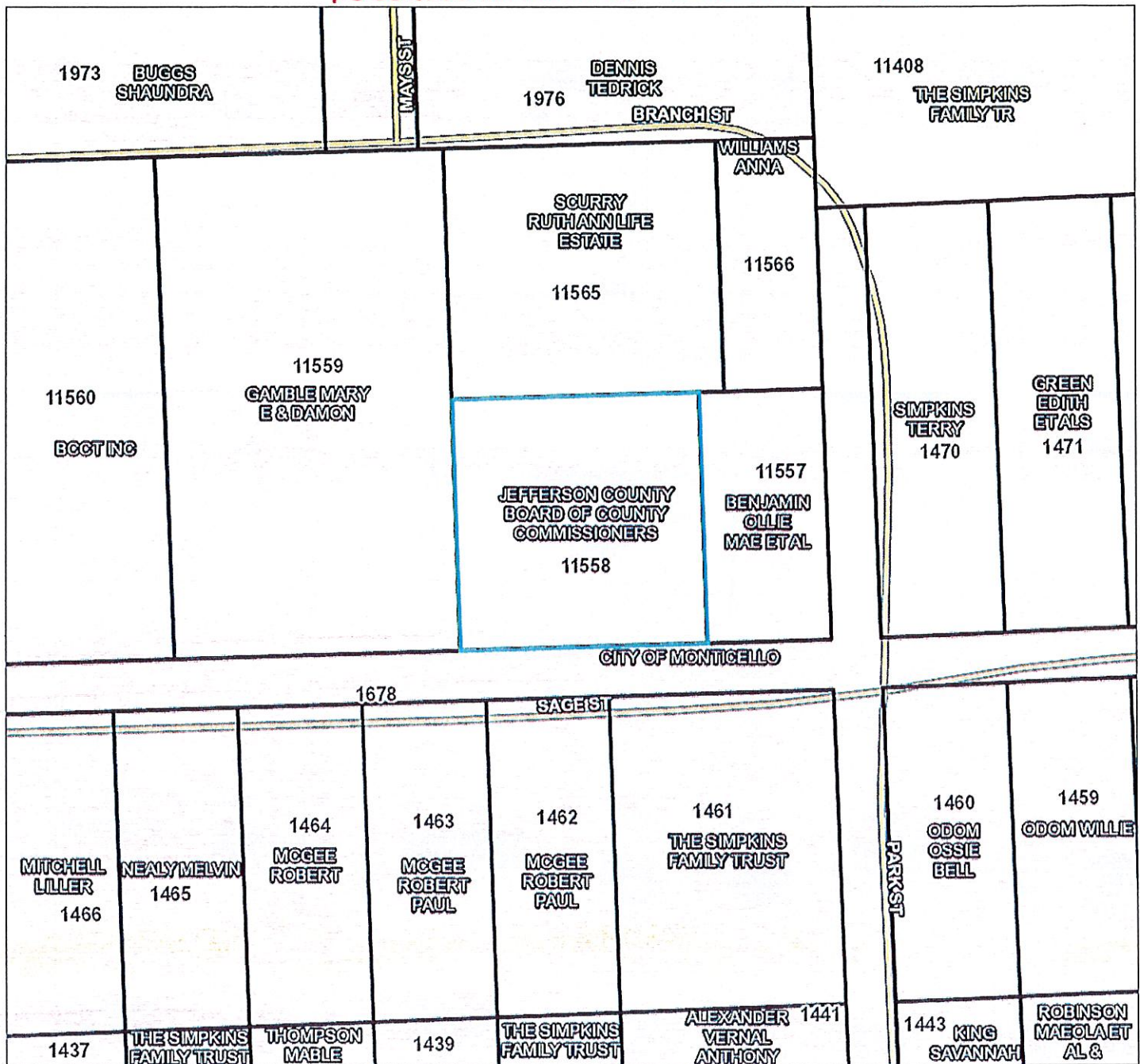
(Note: Not to be used on legal documents)

Date created: 6/13/2022

Last Data Uploaded: 6/13/2022 3:42:07 AM

Developed by  Schneider
GEOSPATIAL

SURROUNDING OWNER MAP



Parcel ID	30-2N-5E-0000-1670-0000	Mailing Address	JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS COURTHOUSE ROOM 10 MONTICELLO, FL 32344	Improvement Value	\$0	Just Value	\$2,700	Last 2 Sales Date	8/18/2020	Price	0	V/I	U	Qual
Prop ID	11558	Physical Address	1170 SAGE ST	Land Value	\$2,700	Assessed Value	\$2,700	Exempt Value	\$0	Taxable Value	\$2,700			
Property Usage	VACANT			Ag Land Value	\$0									
Acreage	0.137			Ag Market Value	\$0									

Desc IN NE1/4 OF SE1/4 UNSUBDIV LANDS ORB 64 P 734

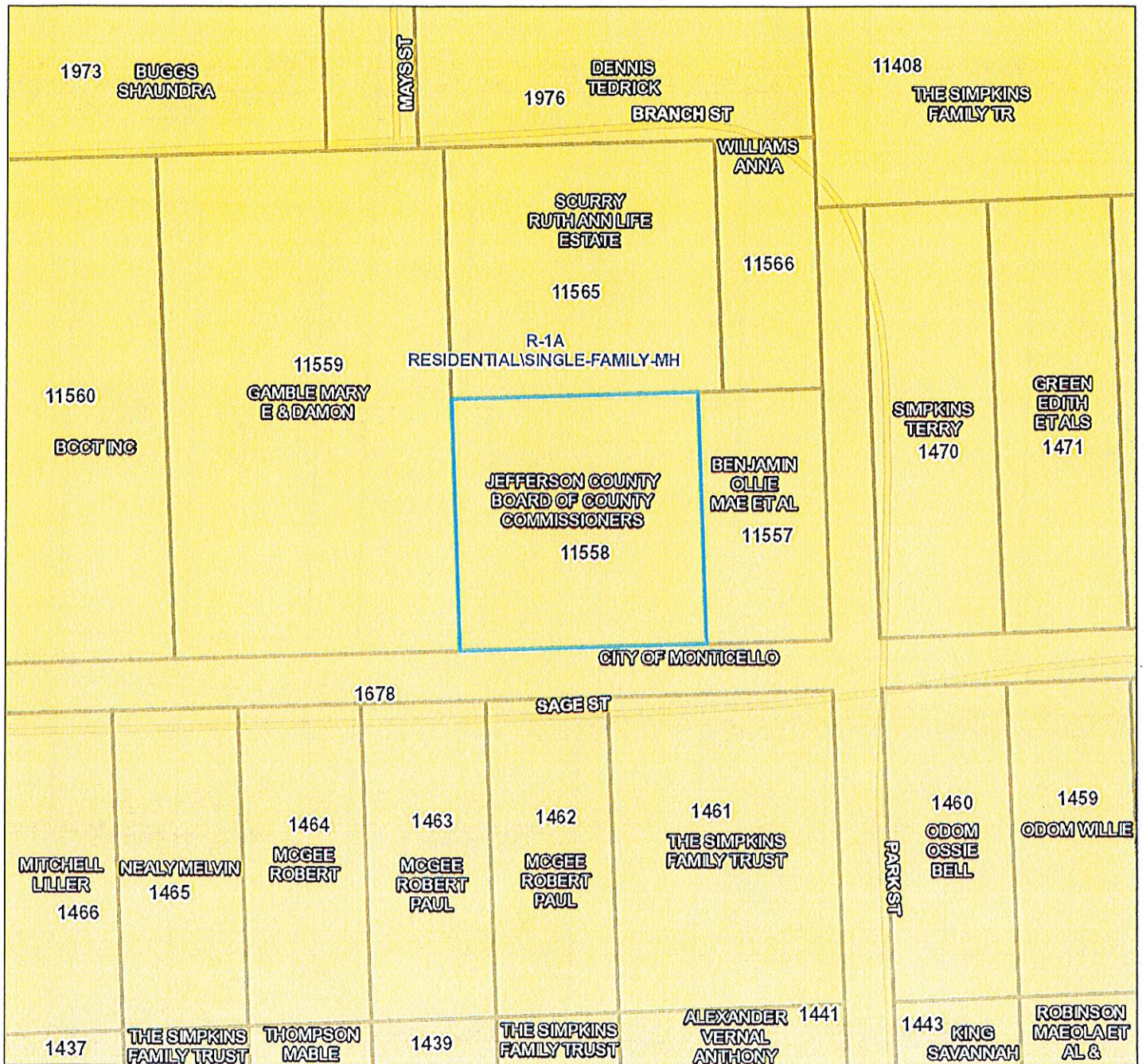
(Note: Not to be used on legal documents)

Date created: 6/13/2022

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GEOSPATIAL

LAND USE MAP



Parcel ID	30-2N-5E-0000-1670-0000	Mailing Address	JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS COURTHOUSE ROOM 10 MONTICELLO, FL 32344	Improvement Value	\$0	Just Value	\$2,700	Last 2 Sales Date	8/18/2020	Price	0	V/I	Qual
Prop ID	11558	Physical Address	1170 SAGE ST	Land Value	\$2,700	Assessed Value	\$2,700						
Property Usage	VACANT			Ag Land Value	\$0	Exempt Value	\$0						
Acreage	0.137			Ag Market Value	\$0	Taxable Value	\$2,700						

Desc IN NE1/4 OF SE1/4 UNSUBDIV LANDS ORB 64 P 734
(Note: Not to be used on legal documents)

Date created: 6/13/2022
Last Data Uploaded: 6/13/2022 3:42:07 AM

Developed by  Schneider
GEOSPATIAL

Tax Deed File No: 17-01-TD

Inst: 202033002168 Date: 08/19/2020 Time: 1:11PM
Page 1 of 3 B: 787 P: 740, Kirk Reams, Clerk of Court Jefferson,
County, By: CG
Deputy Clerk

Parcel ID No: 30-2N-5E-0000-1670-0000

Escheatment Tax Deed

State of Florida
County of Jefferson

The following Tax Sale Certificate Numbered 803 issued on May 23, 2013 was filed in the office of the Tax Collector of this County and application made for the issuance of a Tax Deed, the applicant having paid or redeemed all other taxes or tax sale certificates on the land described as required by law to be paid or redeemed, and the costs and expenses of this sale, and due notice of sale having been published as required by law, and no person entitled to do so having appeared to redeem said land; such land was on the 10th day of August, 2017 offered for sale as required by law for cash to the highest bidder. There were no bids offered and the property was therefore placed on the List of Lands Available for Taxes pursuant to Section 197.502, Florida Statutes.

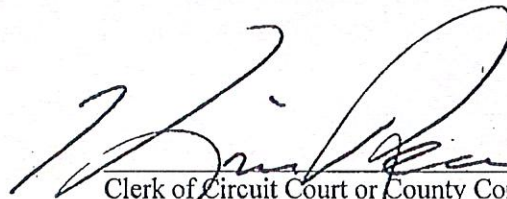
This tax deed is issued pursuant to Section 197.502(8), Florida Statutes. Three years have passed from the date the subject land was offered for public sale and placed on the "List of Lands Available for Taxes" in accordance with Section 197.502(7), Florida Statutes, without having been purchased. As provided in Section 197.502(8), Florida Statutes, the property has escheated to the County free and clear of any and all tax certificates, tax liens or any other liens of record, including government liens, which liens are deemed cancelled pursuant to said statute.

Now, on this 18th day of August, 2020, the undersigned Clerk conveys to Jefferson County through its Board of County Commissioners, whose address is 1 Courthouse Circle, Monticello, Florida 32344. Together with all hereditaments, buildings, fixtures and improvements of any kind and description, the following legally described land situated in Jefferson County, Florida:

30-2N-5E-0000-1670-0000
In NE ¼ of SE ¼ of Unsubdivided Lands
ORB 64, PG 734

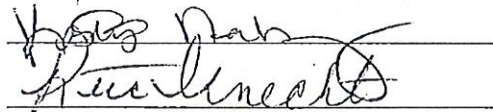
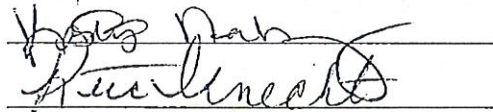
Site Address: 1170 Sage St
Monticello, Florida 32344

Previous Owner/s: Jewel and Michael Jimmynez


Clerk of Circuit Court or County Comptroller
Jefferson County, Florida



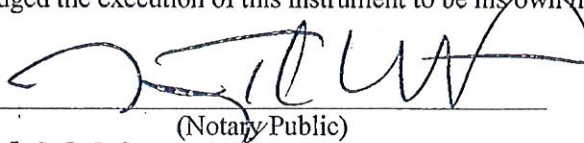
Witnesses:

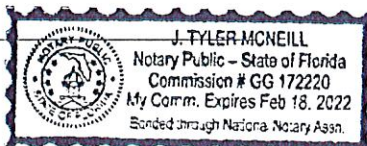
State of Florida
County of Jefferson

On this 18th day of August, 2020, before me Kirk B. Reams, Clerk of the Circuit Court or County Comptroller in and for the State and this County known to me to be the person described in, and who executed the foregoing instrument, and acknowledged the execution of this instrument to be his own free act and deed for the use and purposes therein mentioned.

Witness my hand and office seal date aforesaid


(Notary Public)

My Commission Expires:



17-01-TD

AFFIDAVIT OF PUBLICATION

The MONTICELLO NEWS & JEFFERSON COUNTY JOURNAL published every Wednesday and Friday in the City of Monticello, County of Jefferson and State of Florida. Before me, the undersigned authority personally appeared, Lois Revels, who on oath says that she is a Bookkeeper for the Monticello News & Jefferson County Journal, both weekly newspapers, published in Monticello, Jefferson County, Florida by ECB Publishing; that the attached copy of the advertisement being a Legal Notice to appear in reference:

Notice of Application for Tax Deed #803 (Jewel and Michael Jimmynez)

dates of July 5, 12, 19, 26, 2017.
Affiant further says that the said Monticello News, and Jefferson County Journal, a newspaper published at Monticello, in Jefferson County, Florida, and that the said newspaper has heretofore been continuously published in said Jefferson County, Florida, each week and has been entered as second class mail matter at the post office in Monticello, in said Jefferson County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Signed by: Lois Revels

Sworn to and subscribed before me this day of

August 7 A.D. 2017

Notary Public
Deborah J. Smith
My Commission Expires June 1, 2019
#FF 236380
Bonded thru
Notary Public Underwriters
NOTARY PUBLIC, STATE OF FLORIDA

RECEIVED
2017 AUG 10 AM 8:08
CLERK OF COURT
JEFFERSON COUNTY

NOTICE OF APPLICATION FOR TAX DEED
NOTICE IS HEREBY GIVEN, that JEFFERSON COUNTY, the holder of the following Tax Sale Certificate has filed said Tax Certificate for the Tax Deed to be issued thereon. The Certificate Number and year of issuance, the Description of the property, and the Name in which it is assessed as follows:
Certificate Number: 803 Year of Issuance: 2013
Description of Property: 30-2N-5E-0000-1670-0000
In NE 1/4 of SE 1/4 of Unsubdivided Lands
ORB 64, PG 734
Site Address: 1170 SAGE ST, MONTICELLO
Name in which assessed: JEWEL AND MICHAEL JIMMYNEZ
All of said property being in the County of Jefferson, State of Florida. This property when sold may be subject to the current year taxes.
Unless such certificate shall be redeemed according to law, the property described in such certificate will be sold to the highest bidder at the Jefferson County Courthouse, north door on the August 10, 2017 at 11:00 A.M.
Kirk Reams
Clerk of the Circuit Court
Jefferson County, FL
BY: Sherry Sears, Deputy Clerk
7/5,12,19,26

1750

CERTIFICATE OF MAILING

STATE OF FLORIDA
COUNTY OF JEFFERSON

Tax Sale Certificate #17-01-TD

I, Kirk Reams, Clerk of the Circuit Court of Jefferson County, Florida hereby certify that I did on 06/26/2017 mail a copy of the foregoing Notice of Application for Tax Deed to:

Jewel Jimmynez
1290 Sage Street
Monticello, FL 32344

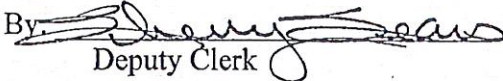
Ollie Mae Benjamin, et al
1190 Sage Street
Monticello, FL 32344

Michael Jimmynez
1290 Sage Street
Monticello, FL 32344

Mary E and Damon Gamble
851 S 93rd Street
Tacoma, WA 98444-4273

Witness my hand and official seal, this day 06/26/2017.

Kirk Reams
Clerk of the Circuit Court
Jefferson County, FL

By 
Deputy Clerk



RESOLUTION 22-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, AUTHORIZING THE SALE OF CERTAIN SURPLUS PROPERTY LOCATED ON _____ TO _____.

WHEREAS, the Jefferson County Board of County Commissioners acquired title to certain property identified as Parcel number _____ located on _____ for use as _____; and

WHEREAS, the Jefferson County Board of County Commissioners has declared the property to be surplus qualifying for private sale based on the County surplus lands policy, the property being of limited use and value; and

WHEREAS, purchaser _____ has agreed to a purchase price equal to the value placed on the parcel by the Jefferson County Property Appraiser, plus certain costs to be incurred by the County.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA:

The sale of the property designated as Parcel _____ and located on _____ to _____ is hereby approved.

1. The Board of County Commissioners accepts the Contract for Sale and Purchase as per the terms and conditions. A copy of the Contract for Sale and Purchase is attached.

2. By adopting this resolution and attached contract, the Board of County Commissioners of Jefferson County, Florida, hereby authorizes the Chairman of the Board and the Clerk of Court to sign or execute on behalf of the Jefferson County Board of County Commissioners any contracts or documents for the sale of the Property.

3 This resolution shall take effect immediately upon its adoption.

DULY ADOPTED in regular session, this _____ day of _____, 2022.

BOARD OF COUNTY COMMISSIONERS OF
JEFFERSON COUNTY, FLORIDA

By:

Gene Hall, Chairman

ATTEST:

Kirk Reams, Clerk of Court
(SEAL)

APPROVED AS TO FORM

Scott Shirley, Jefferson County Land Use Attorney

**BOARD OF COUNTY COMMISSIONERS
JEFFERSON COUNTY**

**DISPOSITION OF SURPLUS LANDS
(REAL PROPERTY) POLICY**

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
Disposition of Surplus Real Property

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The disposition of County owned property is governed by Chapter 125, Florida Statutes. The County Clerk of Court will be the custodian of the inventory of County owned properties.

These guidelines are provided to assist management and Board of County Commissioners when making decisions on the disposition of surplus lands.

Florida Statutes provide a number of alternative methods for the disposition of county surplus property. These include:

1. Bid sale or lease (Section 125.35(1), Florida Statutes
2. Private sale (Section 125.35(2), Florida Statutes);
3. Competitive negotiation (Section 125.35(3), Florida Statutes);
4. Conveyance to governmental entity or non-profit organization (Section 125.38, Florida Statutes);
5. Like kind exchange (Section 125.37, Florida Statutes); and

Determining Method of Surplus Lands Disposition

The county coordinator may provide prioritize list of disposition options with a preferred recommendation; however, the board has sole discretion to determine the method to be used in disposing of surplus property. This is considered a discretionary act of the board and is not subject to appeal.

The county may engage the services of a Florida licensed real estate broker or auctioneer to assist in the disposing of surplus property.

Determination as to estimated value of land.

The county coordinator will present to the board the estimated value of all property declared to be surplus pursuant to this article. This determination may be based upon the assessed value as set by the county property appraiser, or an appraisal prepared by an independent state certified real estate appraiser acceptable to the county coordinator. Determinations as to the estimated value of surplus land must consider and evaluate the following:

1. Configuration of the property;
2. Location;
3. Uplands/wetlands;
4. Environmental concerns;
5. Ability to develop the parcel in accordance with applicable regulations;
6. Current zoning on the parcel;
7. Highest and best use of the parcel; and
8. Encumbrances on title.

1) Bid Sale.

- a) *Generally.* The bid sale or lease process is controlled by the provisions of Section 125.35(1), Florida Statutes.
- b) *Request.* Any person may request a bid sale or lease of property by filing a written request with the county coordinator with board approval. The request must specifically identify the property and include a statement as to a bonafide intention to purchase, or to lease, the property.
- c) *Surplus determination.* If a person seeks to purchase or lease a parcel not currently in the surplus property inventory, then a recommendation as to the appropriateness of declaring the parcel surplus may be sent to the board in accordance with subsection (a), above. If the board declares the parcel surplus, then the request can proceed through the disposition process. A request to purchase or lease property already declared surplus by the board does not require additional board action until a purchase agreement or lease agreement is executed by the potential buyer and presented for board consideration.
- d) *Minimum bid determination.* The county coordinator will determine the estimated value of the surplus property as outlined in this policy and present this figure to the board for consideration in setting a minimum bid. The establishment of a minimum bid is a discretionary act of the board and is not subject to appeal.
- e) *Notice.* A notice calling for bids must be published in a newspaper of general circulation once a week for at least two weeks prior to board approval of any real estate purchase agreement resulting from the bid sale process. The notice must indicate identification and location of the subject property, where a bid package may be obtained, and the bid submittal deadline.
- f) *Bid acceptance.* All bids must comply with the county-approved bid specifications contained in bid package. Only bids meeting these specifications will be considered. Bids must be accompanied by the requisite deposit in the form of cashier's check, certified funds or a money order. Cash or personal checks will not be accepted.
- g) *Purchase agreement.* The board may enter into a real estate purchase agreement or for the sale or lease of the parcel with the highest acceptable bidder. However, the board has the right to reject any and all bids, at any time in the bid sale process, for any reason. Similarly, the board may cancel the sale.
- h) *Alternative disposition.* If the initial bid sale is not successful, the county coordinator may suggest to the board an alternative disposition method or suggest retaining the property in the surplus property inventory.

2) Private Sale.

- a) *Generally.* The private sale process is controlled by the provisions of Section 125.35(2), Florida Statutes. A private sale is appropriate only after the board determines that:
 - 1. The parcel of real property is of insufficient size and shape to be issued a building permit for any type of development to be constructed on the property; and the parcel is of use only to one or more adjacent property owners due to the size, shape, location and value of the parcel; or
 - 2. The value estimate of the parcel is \$15,000 or less, as determined by a fee appraiser designated by the board or by the county property appraiser, the parcel is of use only to one or more adjacent property owners due to the size, shape, location, and value of the parcel.
- b) *Request.* A person may request a private sale of property by submitting a written request to the county coordinator. The request must specifically identify the property and include a statement as to a bonafide intention to purchase the property. A private sale may also be recommended to the board by the county coordinator based upon the above (a) and, a review of the surplus property inventory.
- c) *Surplus determination.* If a person seeks to purchase a parcel not currently in the surplus property inventory, then a recommendation as to the appropriateness of declaring the parcel surplus may be sent to the board in accordance with subsection (a), above. If the board declares the parcel surplus, then the request can proceed through the disposition process. A request to purchase property already declared surplus by the board does not require additional board action until a purchase agreement is executed by the potential buyer and presented for board consideration.
- d) *Notice.* A written notice of the intent to sell the property under the private sale alternative must be sent to all adjacent property owners by certified mail. The notice must inform the property owners about the property for sale, how to submit an offer to purchase the parcel, the required time frame for submittal of an offer and what process will result if more than one property owner desires to purchase the parcel.
- e) *Multiple offers to purchase.* If two or more adjacent property owners notify the county of a desire to purchase the surplus parcel, then the county will solicit sealed bids from those property owners.
- f) *Purchase agreement.* The board may enter into a purchase agreement for the sale of the parcel with the highest acceptable bidder. However, the board has the right to reject any and all bids, at any time in the private sale process, for any reason, as well as cancelling the sale outright.

3) Competitive Negotiation.

- a) *Authority and scope.* This section is enacted under the authority of Section 125.35(3), Florida Statutes, to prescribe additional disposition standards and procedures to be used by the county in selling, conveying, or leasing real property owned by the county for a term in excess of one year. Leasing (or otherwise providing for the use of real property) for a term of one year or less is not governed by this section. Regardless of the length of

the term, concession agreements, license agreements, operating agreements, recreational facility use agreements or other agreements requiring the use of real property owned by the county but whose primary purpose is to provide services to the county or to the public are not governed by this article.

- b) *Standards.* The board may negotiate, approve and execute lease, sale, conveyance or other development agreements for real property owned by the county to be used by a private party in a manner directly benefiting the county or otherwise for a governmental or public purpose. In no event shall the uses permitted by any such lease, sale, conveyance or other development agreement violate the county's future land use, development code regulations or comprehensive plan.
- c) *Procedures.*
 - i) The following procedures shall apply to selected transactions relating to negotiated lease, sale, conveyance or other development agreements benefiting the county or otherwise for governmental or public purposes:
 - (1) The selection of private parties for lease, sale, conveyance or other development agreements shall result from an open competitive process. Examples of competitive solicitations that comply with the terms of this section include, but are not limited to, invitations to negotiate, requests for proposals and requests for letters of interest.
 - (2) Notice of each solicitation shall be published in a newspaper of general circulation in the county not less than ten calendar days prior to the date on which responses to the solicitation are due. The notice shall indicate how copies of the solicitation can be obtained or electronically accessed by interested parties and state the date and time responses will be opened.
 - (3) The county will have the right to require additional information and interview any, all or none of the respondents. The interview format and content will be at the county's discretion. The county will have the right to conduct site visits of the respondents' facilities and/or of any current project(s) managed by the respondents.
 - (4) Solicitation submittals will be reviewed and evaluated by the county to determine how the written responses and additional information address the county's needs and requirements, as stated in the solicitation. Evaluation criteria shall include, but not be limited to the following:
 - (a) The proposed use of the property, including such details as are required by the county coordinator and/or board;
 - (b) Respondent's ability to perform its obligations under the proposed lease, sale, conveyance or other development agreement;
 - (c) The financial obligations, if any, to be borne by the county;
 - (d) Respondent's past record of performance;
 - (e) Experience of the respondent and the respondent's team, if applicable; and
 - (f) Recent, current and projected workloads of the respondent and the respondent's team.
 - (g) Additional evaluation criteria may be included in each solicitation.

- (h) The county coordinator will present the proposed lease, sale, conveyance or other development agreement to the board for consideration. The board may approve or reject the proposed lease, sale, conveyance or other development agreement in its sole and absolute discretion.
- ii) Any public-private partnership agreement entered into prior to the effective date of this section, that resulted from a competitive process, may be subsequently amended to include a negotiated lease, sale, conveyance or other development agreement, without further solicitation, if the public purpose underlying such public-private partnership agreement is not affected thereby.
- d) *Request.* A competitive negotiation may also be requested by the county coordinator based upon a review of the declared surplus property inventory. Any person may request a competitive negotiation of property by submitting a written request to the county coordinator.
- e) *Surplus determination.* If a person seeks to purchase or lease a parcel not currently in the surplus property inventory, then a recommendation as to the appropriateness of declaring the parcel surplus may be sent to the board in accordance with subsection (a), above. If the board declares the parcel surplus, then the request can proceed through the disposition process. A request to purchase or lease property already declared surplus by the board does not require additional board action until a purchase agreement is executed by the potential buyer and presented for board consideration.
- f) *Notice.*
 - i) Types of notice. Once the parcel has been properly designated surplus, notice of the availability and potential sale, conveying or lease of the parcel will be provided through and at least two of the following means:
 - (1) County Website;
 - (2) Sign on the parcel;
 - (3) Posted notice in the Courthouse;
 - (4) Mailed notice to adjacent property owners;
 - (5) Notice to names on the surplus lands mailing list;
 - (6) Newspaper advertisement at least two weeks in advanced.
 - (7) Electronic media notice or advertisement.
 - ii) Notice period/deadline for submittal of responses to a solicitation. The deadline for submittal of responses will be a minimum of 30 days from the date the notice of availability for sale, conveyance or lease is first published. For purposes of calculating the deadline date, the first day of publication will not be counted; a deadline date falling on a weekend or holiday will be moved forward to the next regular business day.
- g) *Negotiation.* The county coordinator will attempt to negotiate a purchase agreement or lease agreement with the selected respondent. All aspects of the real estate negotiation process are open for discussion, including an increase in the bid or sale price, or rent, of the property. The negotiation period will be established in the solicitation documents. If the county is unable to successfully negotiate a purchase agreement or lease agreement with the selected respondent within the negotiation period, then the county may cease

negotiations with the selected respondent and proceed to negotiations with another respondent, if any.

- h) *Purchase agreement or lease agreement.* Once a purchase agreement or lease agreement has been successfully negotiated, the agreement will be sent to the board for consideration and approval. The date the item will appear on the board agenda will be available on the county website. The board has the right to reject any and all purchase agreements or leases, at any time in the competitive negotiation process, for any reason.

4) **Conveyance to governmental entity or non-profit organization (Section 125.38, Florida Statutes)**

- a) *Generally.* The conveyance to governmental entity or non-profit organization is controlled by the provisions of Section 125.38, Florida Statutes.
- b) *Request.* The United States, or any department or agency thereof, the state or any subdivision or agency thereof, or any municipality of this state, or corporation or other organization not for profit Any person may request conveyance or lease of property by filing a written request with the county coordinator. The request must specifically identify the property and include a statement as to a bonafide intention to purchase, convey or to lease, the property for the purposes of promoting community interest and welfare.
- c) *Surplus determination.* If a person seeks to purchase or lease a parcel not currently in the surplus property inventory, then a recommendation as to the appropriateness of declaring the parcel surplus may be sent to the board in accordance with subsection (a), above. If the board declares the parcel surplus, then the request can proceed through the disposition process. A request to purchase or lease property already declared surplus by the board does not require additional board action until a purchase agreement or lease agreement is executed by the potential buyer and presented for board consideration.
- d) *Notice.* The fact of such application being made, the purpose for which such property is to be used, and the price or rent therefore shall be set out in a resolution duly adopted by such board. In case of a lease, the term of such lease shall be recited in such resolution. No advertisement shall be required.
- e) *Minimum offer determination.* The county coordinator will determine the estimated value of the surplus property as outlined in this policy and present this figure to the board for consideration in setting a minimum offer. The establishment of a minimum bid is a discretionary act of the board and is not subject to appeal.
- f) *Multiple offers to purchase, convey or lease.* If two or more governmental entity and/or non-profit organizations notify the county of a desire to purchase or lease the surplus parcel, then the county will evaluate each entity's organize purposes of promoting community interest and welfare and choose which will be most beneficial to the citizens. This decision is a discretionary act of the Board. It is not subject to appeal.
- g) *Purchase agreement.* The agreement should include a clause that if the entity fails to utilize the property for the approved purpose of promoting community interest and welfare for more than two consecutive calendar years, it be gifted back to the County.

5) Like kind exchange

- a) *Generally.* Like kind exchange is controlled by the provisions of Section 125.37, Florida Statutes.
- b) *Request.* The County Coordinator or individual board member may ask the board to consider an exchange of property not needed for county purposes be exchanged for other real property, which the county may desire to acquire for county purposes via written notice.
- c) *Surplus determination.* If a person seeks to purchase a parcel not currently in the surplus property inventory, then a recommendation as to the appropriateness of declaring the parcel surplus may be sent to the board in accordance with subsection (a), above. If the board declares the parcel surplus, then the request can proceed through the disposition process. A request to purchase property already declared surplus by the board does not require additional board action until a purchase agreement is executed by the potential buyer and presented for board consideration.
- d) *Notice.* A written notice setting forth the terms and conditions of any such exchange of property, shall be first published, once a week for at least 2 weeks in a newspaper of general circulation published in the county, before the adoption by the board of a resolution authorizing the exchange or properties.
- e) *Agreement of Exchange.* The board must adopt a resolution authorizing the exchange of properties and complete the exchange in accordance of customary real estate practices.

Note: See Jefferson County Capital Asset Policy when dealing with Tangible Personal Property.

