

Manatee County Government Administration Building  
Fifth Floor, Manatee/Osprey Rooms  
9:00 a.m. - February 16, 2021

February 16, 2021 - Work Session  
Agenda Item #4

Subject

Presentation of Land Acquisition Process and other services performed by the Property Acquisition Division.

Briefings

Briefing Provided Upon Request

Contact and/or Presenter Information

Joy Leggett-Murphy, Property Acquisition Division Manager, Property Management Department, Extension 3439

Tim Cristello, Senior Real Property Specialist, Property Acquisition Division, Property Management Department, Extension 6284

Charles Meador, Senior Real Property Specialist, Property Acquisition Division, Property Management Department, Extension 6289

Chris Pickens, Senior Real Property Specialist, Property Acquisition Division, Property Management Department, Extension 6285

Victoria Rosenbecker, Real Property Specialist, Property Acquisition Division, Property Management Department, Extension 6290

Brandie Adams, Real Property Specialist, Property Acquisition Division, Property Management Department

Action Requested

A presentation will be provided on the land acquisition process and other services performed by the Property Acquisition Division. No action is requested.

Enabling/Regulating Authority

Chapter 125, Florida Statutes

Background Discussion

Property Acquisition will discuss processes and procedures as it relates to land acquisition and other services performed. Other services provided by Property Acquisition include: managing surplus property, management of county-owned property research and data, completing vacation requests, and managing leases.

County Attorney Review

Not Reviewed (No apparent legal issues)

Explanation of Other

Reviewing Attorney

N/A

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Instructions to Board Records

None

Cost and Funds Source Account Number and Name

N/A

Amount and Frequency of Recurring Costs

N/A

Attachment: [Land Acquisition and Surplus Property Workshop.pdf](#)

# Property Management: Property Acquisition Division



# Who are We?

*Our mission is to provide efficient and excellent customer service to county departments and citizens as it relates to real estate related needs.*

## Division Manager:

- Joy Leggett-Murphy, *JD*

## Senior Real Property Specialists:

- Charles Meador *RWA, MBA*, Tim Cristello *RWA* and Chris Pickens

## Real Property Specialists:

- Victoria Rosenbecker, Brandie Adams and Maggie Gaughan

## Real Property Coordinators:

- Caitlyn DeLoach and Jessica Henderson, *MBA*

## Combined Experience:

- 89.5 years of real property and appraisal services experience



# Our History and Where We are Going

- Pre 2009- Staff of 14: Various positions and various levels
- After reductions in work force due to recession: Staff of 4 (3 real property specialist + 1 Manager)
- Use of outside Acquisition Teams: Additional Cost-Staff still engaged
- Additional staff members and positions
  - From 2017-2020 staff increased to 8
  - Created levels to hire in with little to no experience and train to move up



# Who are Our Partners?

## Title Vendors:

- Barnes Walker
- Stewart Title
- American Government Services

## Appraisal Vendors:

- Hetteima-Saba
- Compass Real Estate
- Lee Pallardy
- Kenneth C Evans
- The Urban Group
- Nick Chop CBRE Appraisal Services

## Environmental Services Vendors:

- Cardno
- Professional Service Industries, Inc (PSI-Intertek)
- Environmental Assessments & Consulting, Inc (EAC)

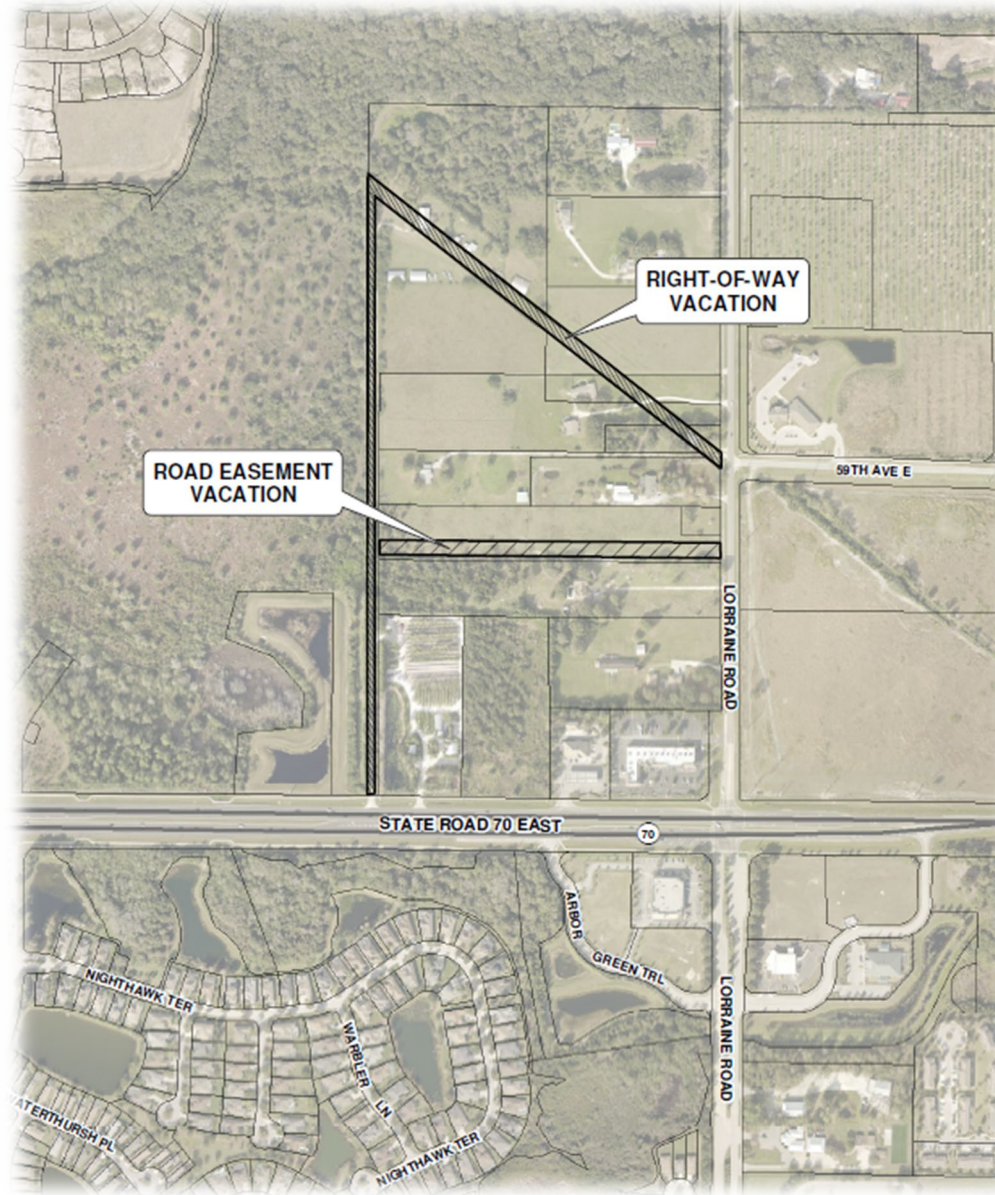
## Acquisition Agents:

- Independence Acquisition & Appraisal, LLC
- Florida Acquisition and Appraisal, Inc.
- HDR Engineering, Inc.
- The Urban Group, Inc.
- American Acquisition Group, Inc.



# Services for Citizens

- Vacating County Interest
  - Ex. Lorraine Farms Vacation
- Providing responses to Citizens Questions regarding county owned property and County easements.
- Final Site Plan Easements
- Surplus property sales





# Leases

- Assist with Site Selection
- Negotiate and Draft Lease
- Present to BOCC after CAO approval
- Keep Summary Sheets of Leases to track obligations and renewals.
- Answer questions regarding leases.





# Real Estate Needs for Parks & Natural Resources

- Obtaining necessary easements and title certifications for Beach Renourishment and Construction at Washington Park.
- Handling the acquisition process for Johnson Preserve at Bradenton River and Premier Park.
- Handling negotiations and acquisition process for new Ecologically Sensitive Lands Program.





# Real Estate Needs for Neighborhood Services

- Acquiring the new building for Veteran's Affairs



# Real Estate Needs for Public Safety

- Negotiating and acquiring the new EMS station at Malachite and in Parrish on Fort Hamer Extension
- Negotiating lease for new EMS station on Cortez
- Identifying potential locations for new EMS stations





## Real Estate Needs for Utilities

- Easement research on Anna Maria Island
- Acquisition of Easements

## Real Estate Needs for Convention & Visitors Bureau

- Working with Developer and Palmetto for 7<sup>th</sup> Street Extension



# Real Estate Needs for Public Works

- Examples of Current Road Projects: Fort Hamer Road Extension, Moccasin Wallow Road Expansion, 44<sup>th</sup> Avenue East Extension/Expansion, Realignment of SR62, Canal Road Improvement, Realignment of Mendoza Road, 60<sup>th</sup> Avenue Improvement
- Examples of Sidewalk Projects: Rowlett, Rubonia, 15<sup>th</sup> Street, Whitfield Avenue
- Examples of Utilities Projects: Lorraine Master Meter project, Paradise Bay Watermain project
- Road Turnovers: White Eagle Boulevard, Uihlien Road, Rangeland Parkway

## MANATEE COUNTY GOVERNMENT Capital Improvement Plan

FY2020-FY2024

**Category:** Transportation **Subcategory:** Road Improvements  
**Project Title:** 44th Ave E - 45th St - 44th Av Plaza E  
**Department:** Public Works  
**Project Mgr:** Eric Shroyer  
**Infra.Sales Tax:**  
**Project #:** 6086960 **Status:** Existing

### Comprehensive Plan Information

**CIE Project:** Y **Plan Reference:**  
**LOS/Concurrency:** Y **Project Need:** Growth

### Project Location

District 5 44th Ave E - 45th St- 44th Ave Plaza E, Bradenton

### Description and Scope

To provide an east-west thoroughfare to support the anticipated increase in capacity and help maintain the county's adopted levels of service for surrounding roadways including SR70 and SR64. This should alleviate demand at the I75/SR64 and I75/SR70 interchanges. This project is part of the County's Comprehensive Plan.

### Rationale

This includes construction of over one mile of roadway improvements from 45th St E to 44th Ave Plaza E: to include a four-lane divided roadway with sidewalks, bike lanes, street lighting and a bridge crossing the Braden River. This section will include four 12 foot lanes, 22 foot median, curb and gutter, four foot bike lanes, and five foot sidewalks in each direction. Morgan Johnson Rd and Caruso Rd will be realigned to connect at a single intersection on 44th Ave E.

Schedule of Activities				Annual Operating Budget Impacts		
Activity	Start	End	Amount	Category	Fiscal Year	Amount
Design:	10/13	02/17	770,000	Personal:		
Land:	06/16	09/18	18,075,234	Non-Personal:	FY2022	2,000
Construction:	10/18	12/21	54,925,256	Operating Capital:		
Equipment:				Operating Total:		2,000
Project Mgt.:	10/13	12/21		Revenue:		
				Net:		2,000
				Initial Year Costs:	FY2022	2,000
Total Budgetary Cost Estimate			73,770,490			

Programmed Funding							
Expended to Date	Appropriated To Date	FY2020	FY2021	FY2022	FY2023	FY2024	Future
18,487,431	23,560,490	50,210,000					

### Project Map



### Funding Strategy

Impact Fees  
Debt Proceeds

### Means of Financing

Funding Source	Amount
All Prior Funding	23,560,490
Debt Proceeds - Impact Fees	20,000,000
Grants	10,000,000
Impact Fees	20,210,000
<b>Total Funding:</b>	<b>73,770,490</b>



# Land Acquisition Process

## Step 1: Obtain Direction from County Administrator, Public Works or Other Requesting Department

- Public Works or another Department informs Property Acquisition about acquisitions necessary for a project.

## Step 2: Property Acquisition orders title and appraisals or in-house valuation

## Step 3: Negotiations Begin

- Property Acquisition reaches out to property owners to discuss acquisition needs.
- Property Acquisition continuously consults with Public Works during the negotiation period to ensure the negotiated price stays within their land acquisition budget.
- Advanced acquisitions for CIP Projects are usually whole takes as the construction plans are not far enough along to know exactly what is required for a project.



# Land Acquisition Process:

## *When Negotiations are Successful*

### Step 4: Execute Contract between Property Owner and BOCC

- Property Acquisition works with property owner to draft and execute the contract
- Contract is presented to the BOCC for their consideration and execution

### Step 5: Oversee Real Estate Closing

- Once under contract, Property Acquisition partners with one of our title vendors to coordinate the real estate closing

### Step 6: Warranty Deed is presented to BOCC for acceptance



# Land Acquisition Process:

## *When Eminent Domain Becomes Necessary*

### Step 4: Eminent Domain Resolutions

- If Property Acquisition has been requested to take a more formal posture, we then submit an RLS for the Resolutions for Eminent Domain.
- CAO prepares and submits Eminent Domain Resolutions to the BOCC for adoption.

### Step 5: Formal Negotiation Period

- In a formal posture, Property Acquisition prepares and sends offer letters to property owners once the Eminent Domain Resolutions have been adopted by the Board.
- A minimum 30-day negotiation period, required by law, begins upon delivery of offer letter.
- Negotiations will continue based upon timeframe established by Public Works. Property Acquisition will attempt to obtain the most voluntary acquisitions possible prior to filing eminent domain lawsuits.



# Land Acquisition Process:

## *When Eminent Domain Becomes Necessary*

### Step 6: RLS Requesting Eminent Domain Proceedings

- Property Acquisition submits all required documentation needed for CAO to file suit.
- CAO reviews documentation and prepares to file.

### Step 7: Legal Proceedings

- CAO files suit and requests an order of taking hearing.
- Manatee County bears the cost of Eminent Domain legal proceedings
  - Property Owner's Attorney Fees and Expert Fees
  - County's Expert Fees
  - Settlement Price





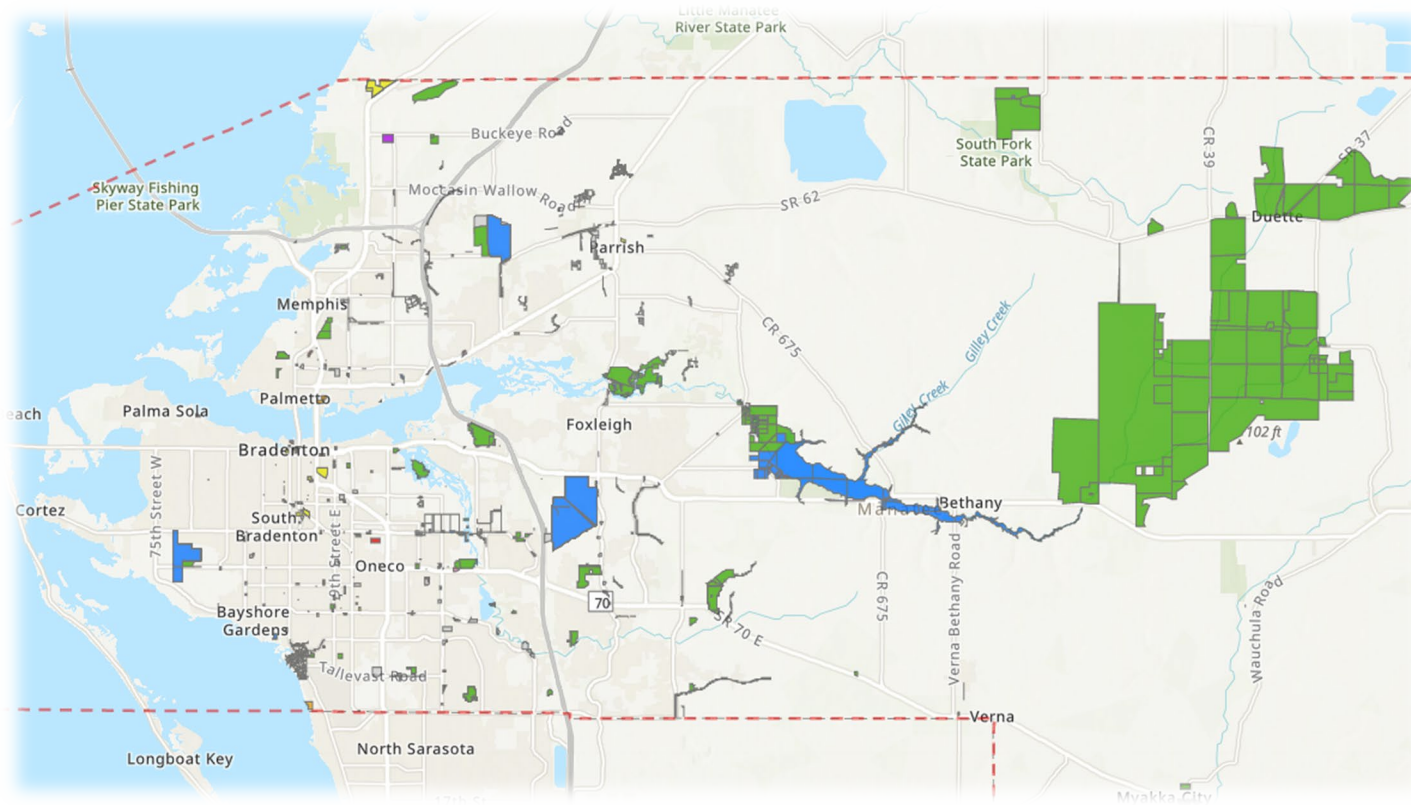
# Land Acquisition

## Q&A



# COUNTY-OWNED PROPERTY

## Research and Management of Information



- Partnered with the Property Appraiser's Office to create codes to identify County-owned property uses
- Research History of County-Owned Property
- Research of Potential Purchases
- Research of Easements
- [County Owned Property Webpage](#)



# COUNTY-OWNED PROPERTY

## BY DEPARTMENT

COUNTY DEPARTMENT	# OF PARCELS
County Administration	57
Public Works	366
Parks and Natural Resources	229
Public Safety	5
Neighborhood Services	10
Redevelopment and Economic Opportunity	3
Utilities	89
Convention and Visitors Bureau	3

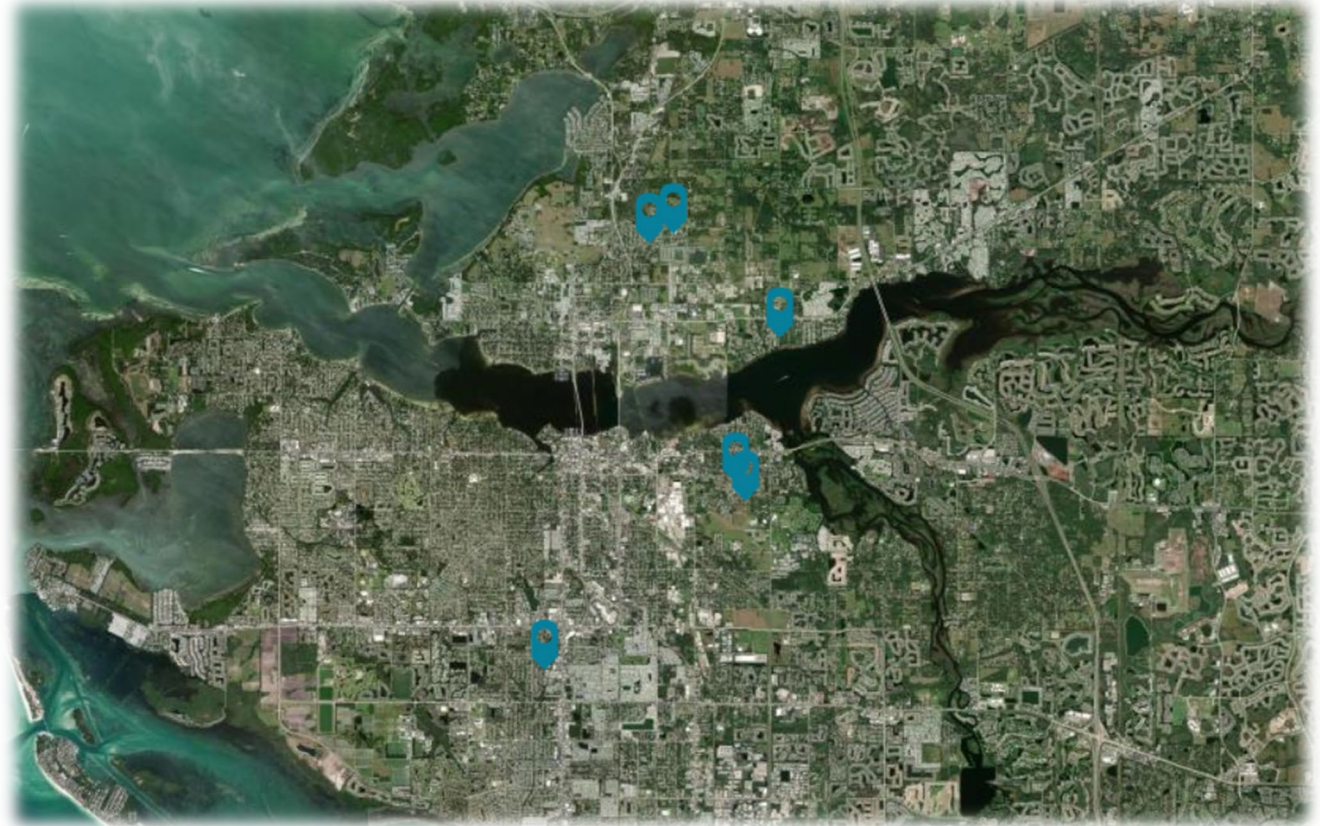
### County Property Highlights:

- 762 County-owned parcels total
- Duette Preserve: 65 parcels
- Rye Preserve: 48 parcels
- Lake Manatee Reservoir: 32 parcels
- County Right-of-Way: 248 parcels



# SURPLUS PROPERTY

*The Property Acquisition Division is responsible for surplusizing and selling all County-owned property that is determined to have no current or future use.*



# Laws Governing the Sale or Lease of Surplus Property

Statute/Ordinance	Description
<b>F.S. 125.35</b>	Authorizes counties to sell and lease real property; Provides procedures
<b>F.S. 125.38</b>	Provides for the sale of property to state or federal government or non-profits
<b>F.S. 73.013</b>	Provides for the conveyance of property acquired by eminent domain
<b>Ord. 14-26</b>	Outlines process for the sale or lease of Manatee County-owned property



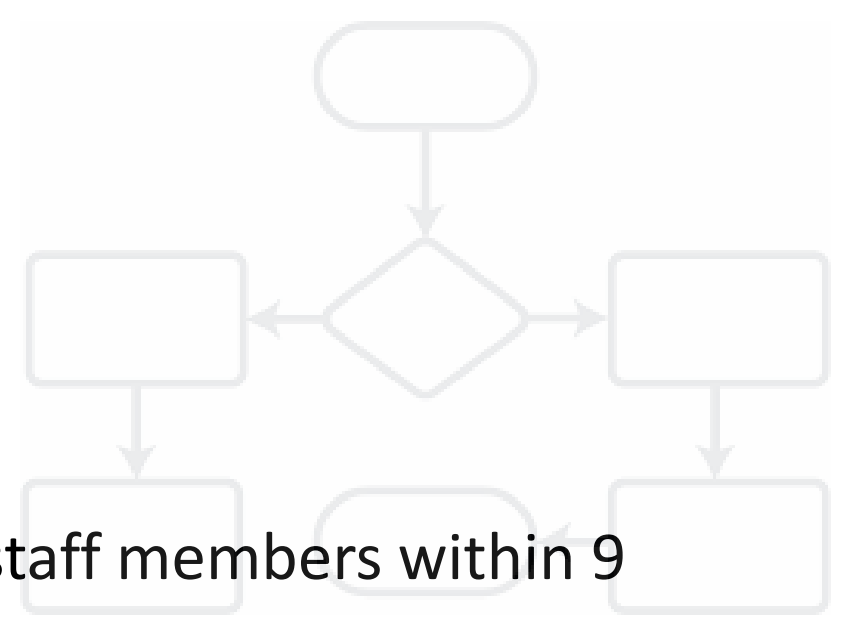
# The Surplus Property Team

- Victoria Rosenbecker:
  - Researches and Identifies potential surplus property
  - Presents resolution to BOCC to declare a property surplus and authorize its sale
  - Maintains County-owned property and surplus property maps
- Maggie Gaughan:
  - Coordinates Jurisdictional Reviews for potential surplus property
  - Maintains list of active, inactive, and potential surplus properties in SharePoint
- Brandie Adams:
  - Prepares marketing materials and bid packets for active surplus
  - Sells surplus properties
  - Presents contract for sale of surplus properties to BOCC for consideration
  - Oversees real estate closings



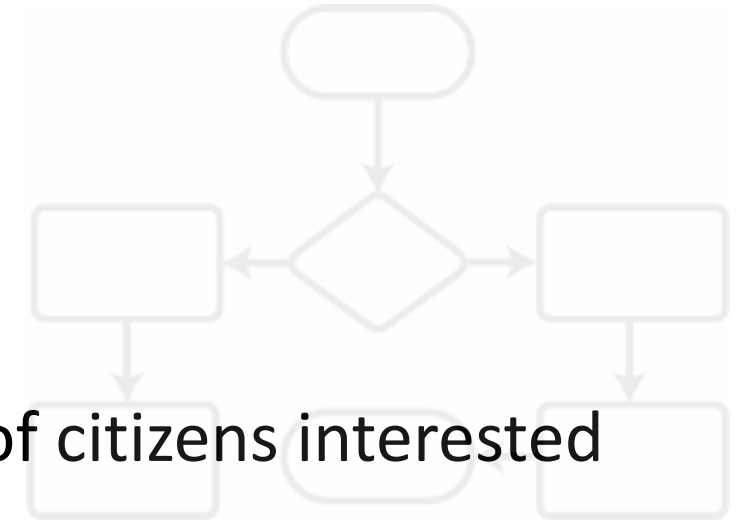
# Workflow

1. A potential surplus property is identified
  - Tax Deeds
  - Citizen Inquiries
  - Regular review of County-owned property
2. The parcel is sent for Jurisdictional Review to 22 staff members within 9 departments
  - If there are objections, we set a reminder to review again in 1-3 years or for immediate review if requested by a citizen.
  - If there are no objections, the property is offered to The Department of Redevelopment and Economic Opportunity (REO) to use for affordable housing or economic development.
3. If REO doesn't want property, a Resolution to Declare Surplus is presented to the BOCC for consideration
4. Property is added to the Surplus Property Map and [webpage](#)



# Workflow

5. Marketing materials and bid packet are drafted
6. Information on the property is emailed to the list of citizens interested in surplus property
7. Parcel sold via bid sale or private sale
8. Contract with winning bidder is presented to the BOCC for consideration
9. Real estate closing is scheduled





# Q&A



**CITIZENS' COMMENTS**  
**(Agenda Items)**

Item #: 4 CONSENT:  NO  YES *Neither*

The Board of County Commissioners welcomes your comments. Your presentation must be limited to three (3) minutes per item or matter, with a total limit of ten (10) minutes. If appropriate, the matter(s) you present will be placed on a future commission agenda.

It is requested that you complete this form and return it to the receptionist prior to the beginning of the Citizens' Comments portion of the agenda.

Name: Andrea L Griffin  
Address: 3822 2nd St W 34207  
Phone: (Home) 941 237 6605 (Work) \_\_\_\_\_  
Email: andrea.griffin@yahoo.com

Brief description of problem or concern:  
Have questions for



## Property Management Department

Property Acquisition Division  
1112 Manatee Avenue West, Suite 800, Bradenton, FL 34205  
Phone number: (941) 748-4501

# MEMORANDUM

To: Cheri Coryea, County Administrator

From: Joy Leggett-Murphy, Property Acquisition Division Manager

Through: Charlie Bishop, Director of Property Management

Date: February 19, 2021

Subject: February 16<sup>th</sup> Work Session – Land Acquisition and Surplus Property Processes

## Summary of Work Session

The work session's purpose was to provide an overview of the processes and regulations governing the purchase, retention, and sale of property by Manatee County:

- Joy Leggett-Murphy, Property Acquisition Division Manager, provided a presentation about Property Acquisition staff, the history of Property Acquisition, vendor partners, services offered by the division, and county-owned property;
- Tim Cristello and Charles Meador provided a presentation about the process of acquiring land for the County and the use of eminent domain;
- Victoria Rosenbecker presented the processes governing determination and handling of Surplus Property. Brandie Adams was scheduled to present information and the last slide on the sale of surplus property. Unfortunately, the microphones began to fail and the work session was cut short and she was unable to present.

## Commissioners' Comments/Questions

Commissioner Van Ostenbridge inquired as to how in-house appraisals were conducted and when in-house appraisals were deemed appropriate instead of using an outside Appraiser.

- In-house appraisals or valuations are conducted as a cost-saving measure by Senior Real Property Specialist Tim Cristello, whose extensive experience in real estate qualifies him to provide informal valuations in order to open negotiations for an acquisition. Using in-house appraisals saves thousands of dollars on each acquisition.
- If an acquisition needs to proceed to Eminent Domain, a formal appraisal is sought through a vendor partner.

The following questions were posed from the public after the presentation from Property Management:

### • How long is a typical closing?

A typical closing generally 30-45 days after the board approves the contract unless there are mortgages that need to do partial releases of the mortgage by the lending institutions or there are other encumbrances that need to be cleared. We attempt to do most of our due diligence (title work, appraisals, and environmental studies) prior to the contract being delivered to the board to ensure that we will have a successful closing. Occasionally, environmental studies will need to be conducted after contract execution

and before closing because the owners do not wish to allow the testing until after the contract is signed.

- **Who works for Property Acquisition that were involved in the Lena Road deal?**

The people who work in Property Acquisition that were involved in Lena Road are as follows: Joy Leggett-Murphy, Tim Cristello, Brandie Adams. The Property Acquisition team was tasked with conducting a portion of the due diligence. Title work was ordered and reviewed. The appraisal was ordered and reviewed. The environmental study was ordered, and the completed study was sent out to Rob Brown, Environmental Protection Division Manager, for review. The survey was ordered and sent to Todd Boyle for Review. The Final Contract was completed, reviewed and approved by County Attorney and Utilities. Closing was coordinated.

- **Who was appointed the Property Acquisition Supervisor for this deal?**

I do not know the meaning of this question. Joy Leggett-Murphy is the Division Manager of the Property Acquisition Division. To her knowledge there was no supervisor appointed.

- **How is Mike Gore involved?**

Mike Gore is the Utilities Director here at Manatee County and led the effort for site selection and negotiation. This not atypical. On other large deals such as Premier Sports and Robinson Farms, Deputy County Administrators and Department Directors led the negotiations.

## Next Steps

This was an information session and no follow up is required. However, after the session ended, Commissioner George Kruse expressed interest in learning more about the Surplus land process and a meeting has been scheduled to go in depth with him on the process.

## CC:

- Karen Stewart, Deputy County Administrator
- Charlie Bishop, Director, Property Management