

Mendocino County/General Services Agency
PURCHASE OF REAL PROPERTY - Workflow

Process	Date Initiated	Cost	Due Date	Date Completed	Comments
1. Board Item to Discuss MOU and provide direction as appropriate					<ul style="list-style-type: none"> • Present Board item to discuss the preparation of an MOU between the County and Friends of Fort Bragg Library (per previous Board direction in 2016). <ul style="list-style-type: none"> ◦ 2016 Discussion – understanding that the Friends would be entirely responsible for paying for and raising the money for expansion. If County is applying for a grant, we need to provide updates to the Board as to the arrangement. • Determine who manages the public project (County would be lead, as it will be altering a County owned asset).
2. MOU Finalization					<ul style="list-style-type: none"> • Meet with Friends of Fort Bragg Library to discuss terms of MOU pursuant to the Board's direction. • Friends purchased neighboring lot (APN: 008-096-11-00; 421 N. Whipple. Zoned Very High Density Residential) • Discuss property merger and process with Friends. • Per Board direction, return to the Board for final approval of MOU.
3. Meeting with Friends					<ul style="list-style-type: none"> • If County considers merging the properties and expanding the building, it would also be assumed that the expansion will include addressing issues with the existing facility (HVAC replacement, roof replacement or improvements, pursuant to the Facility Condition Analysis, etc.). • Assume that County takes ownership and is responsible for now maintaining this expanded facility (GSA will prepare updated costs to maintain expanded facility).
4. Acquisition/Property Merge					<ul style="list-style-type: none"> • Working with County Counsel, determine as is sale, transfer, or gift. • Submit parcel map to City of Fort Bragg of new parcel to be reviewed for approval/zoning change • Boundary Map may be required (City of Fort Bragg is checking with Public Works). • All final documentation to the Board of Supervisors (certificate of acceptance, deed, etc.). • Need to research noticing requirements regarding acquisition of property.
5. Public Project Creation					<ul style="list-style-type: none"> • At conclusion of the real property merger and rezone, submit public project BOS agenda item. • Project funding transfers will need to occur: CSA to prepare transfer of Friends funding, Grant funding, and/or Measure O funds into the CI budget.
6. Permit Process with City of Fort Bragg					<ul style="list-style-type: none"> • TBD