

State of Georgia Property Inventory & Surplus Property Disposal

Katrina Anderson
GDOT Acquisition Support



GDOT Agenda

- ✓ **Organizational Structure**
- ✓ **Policies, Procedures, & Statutory Regulations**
- ✓ **Historical Revenue – Sales and Leases**
 - ✓ **Current and Prior Initiatives**
 - ✓ **Different Right of Way Uses**
- ✓ **Questions/Statements/Concerns?**

**State R/W
Administrator
Troy Byers**

**Assistant R/W
Administrator
Katrina Anderson**

**Assistant R/W
Administrator
Eric K. Murray**

**Administrative Asst. I
Vacant**

**Relocation Unit
Wates Keller, Mgr**

Janice Anderson
Robin Brown
Michael Mellard
Gary Harmon
John Hayes
Robin Pulliam
John Greenwood

**Acquisition Support Unit
Floyd Williams, Mgr**

**Plans & Engineering
Oscar Thomas, Supv.**

Ricardo Maxell
Winson Nguyen

**Records Retention
Judy Carson, Supvr.**

Paul Gamblin
Vacant

**Funds & Certification
Alisha Dnnery, Supvr.**

Cynthia Willingham
Vacant

**Accounting
Fran Castle, Suprv**

Gerald Hargrove

**Property Management
(Demolition/Removal)
Hershel Thompson, Mgr**

Nicole Legall
Janis Elders

**Condemnation Prep
Sharon Ingram, Supvr.**

Nancy Black
Kimberly Banks
Cynthia Cofield

**Property Mgmt
Inventory/Surplus
Disposal**

**Harold Kelman
Manager**

**David Miller
ROW Specialist**

**Anne Rose Loy
ROW Specialist**

**Appraisal & Review Unit
Russ Nelson**

Appraisal & Review
Joe Harris
Dan Langston
Carol Perry
Vacant
Vacant

**Assistant Appraisal &
Review, MGR
Cory Payne**

Cost Estimating

Vacant

Appraiser Trainee

Valencia Carter

**Acquisition Unit
Troy Hill**

Court Coordination
Bret Anderson
ROW Specialist Trainee
Lynora Goode
**Local Government
Vacant, Supvr.**

Tiffany Robinson

LaSandra Dukes

Administrative Review

Vacant

**Acquisition Unit
Kirby Hall**

Court Coordination
Donnie Robbins
Administrative Review
Dean Baerwald
Tommy Johnson

**Acquisition Unit
Adrienne Wise**

Court Coordination
David Duggar
Administrative Review
Vacant

GDOT Policies, Procedures, & Statutory Regulations

How Does GDOT Operate?

1. GDOT Policy (ROW Manual)

2. Official Codes of Georgia Annotated



GA Code Title 32

3. Code of Federal Regulations



CFR 23, Part 710

Right of Way Manual



16 Property Management - Surplus Property and Disposal

16.1 General

Surplus Property and Disposal is under the Property Management Unit of the Right of Way Department supervised by the Assistant State Right of Way Administrator. Parcel disposal activities are completed under the direction of the Property Unit Manager (“*Manager*”). The steps and procedures for individual property disposals are assigned to a Right of Way Specialist (“*Specialist*”) for internal disposals. In the event an outside consultant resource is utilized for disposal activities, the word “*Specialist*” should be replaced with “*Consultant*” within the procedures of chapter 16.

16.2 Purpose

The purpose of Surplus Property and Disposal is to operate a program which pursues both proactive and reactive disposal of the surplus property owned by the Department. The Property Management Unit will ensure every effort is made to accommodate the requestors of surplus property applications in an efficient and timely manner. The program will also continuously evaluate the surplus property inventory to identify potential disposals with a proactive approach. These disposal activities will be completed in a manner that conforms to O.C.G.A. § 32-7-4, 23 C.F.R. 710, Federal Highway Administration Regulations, Department Policy, and other Governing Codes.

16.3 Policy

It is the policy of this unit to represent the Department in a professional and consistent manner that assures the citizenry of the State that their applications are processed in a competent and efficient manner.

It is the policy of the Department to create an environment conducive to the disposal of property.

It is the policy of the Department to establish and publish written priority for the disposal of surplus property as an essential function for reinvesting funds to the overall program.

It is the policy of the Department to establish clear direction for each Office outlining their responsibilities and authority related to disposal activities and opinion for surplus.

16.4 Application Procedures

A. Application Request for Disposal of Surplus Properties

When the Department declares a parcel surplus or when an applicant inquires about a parcel, the Specialist will mail or email (*applicant decides*) a request letter and request form to the applicant. Applicant information is to be logged for tracking purposes. Application forms shall be mailed within one business day.

B. Application Request Received

1. If the Department is not actively disposing of a parcel at their discretion and the parcel is being requested by an Applicant, the submittal of the application should be accompanied by a check for \$150.00 as an application fee.
2. When the application and supporting documents are received in the Property Inventory and Disposal Department the Specialist will log them in and forward to the Manager. Disposal actions are as follows:
 - a. Surplus request by application; or
 - b. Department declared surplus; or
 - c. Request to lease/rent; or
 - d. Request to convey to another state or local government agency; or
 - e. Transfer by Order of Commissioner; or
 - f. Request for Exchange of property
 - g. Request for change in Limited Access Right of Way
3. The Manager will assign the request to a Specialist based on the current assigned caseload.

4. The request application and supporting documents shall be reviewed by the Specialist within one day of assignment; written correspondence (*Applicant Response Letter*) shall be sent to the applicant. Any information deemed required, and not furnished with application, should be requested with the response letter. This is to include any plat information or changes.

The application should include:

- a. Recorded Deed and plat granting the parcel(s)
- b. Copy of property tax data of parcel(s)
- c. Plat or tax map highlighting parcel(s) requested
- d. Copy of pending or approved development plans for parcel(s) (if available)
- e. Copy of map showing nearest intersection to parcel(s)
- f. Recorded deeds of property owned by applicant adjacent to the requested parcel when applicable.

Official Codes of Georgia Annotated

(GA Code Title 32)

- **O.C.G.A. § 32-7-4 – PROCEDURE FOR DISPOSITION OF PROPERTY**
- **Title 32 - HIGHWAYS, BRIDGES, AND FERRIES**
- **Chapter 7 - ABANDONMENT, DISPOSAL, OR LEASING OF PROPERTY NOT NEEDED FOR PUBLIC ROAD PURPOSES**

Official Codes of Georgia, Annotated

(GA Code Title 32)

**Previous
Owners Rights**

**Valuation of
Property**

**Negotiation
&
Bids**

**Real Estate
Broker**

Public Auction

Official Codes of Georgia, Annotated

(GA Code Title 32)

**Previous
Owners Rights**




- ☐ Owner held title more than 30 years
- ☐ If sold, then notify the abutting land owner
- ☐ If not purchased, then GDOT proceeds with the sell.

Official Codes of Georgia, Annotated

(GA Code Title 32)



Valuation of Property

- 
- ☐ No Less than the price paid
 - ☐ Remnants or portions may be acquired for market value
 - ☐ May use an appraiser

Official Codes of Georgia, Annotated

Negotiation & Bid



- ☐ If the value is less than \$75,000, the Dept may negotiate the sale.
- ☐ Highest bidder after advertisement of 2 weeks
- ☐ Have the right to reject, readvertise or abandon the sale

Official Codes of Georgia, Annotated

**Real Estate
Broker**



- ☐ List the property with a Real Estate Broker
- ☐ Listed no less than Fair Market Value
- ☐ Must be advertised for 2 weeks in local organ
- ☐ May advertised in traditional publications

Official Codes of Georgia, Annotated

Public Auction



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- ❑ Sold to the highest bidder at the Public Auction
- ❑ Sold at no less than Fair Market Value
- ❑ Must be advertised for 2 weeks in local organ

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- ❑ Must be advertised for 2 weeks in local organ

Code of Federal Regulations

(CFR 23, Part 710)

Code of Federal Regulations (CFR 23, Part 710)

Disposal to
other
Agencies

Management

Market Value

Disposal to Other Agencies

(CFR 23, Part 710)

- May be sold or conveyed
- Parks, Conservation, Recreation or related purposes allowed by State law
- Retained to restore, preserve or improve scenic beauty and environmental quality

Disposal to Other Agencies

(CFR 23, Part 710)

- **Less than FMV**
 - **Continued Public Use**
 - **Approved by FHWA**
 - **Reversion if discontinued public use**
- **Fair Market Value**
 - **No Reversion**

Management

(CFR 23, Part 710)

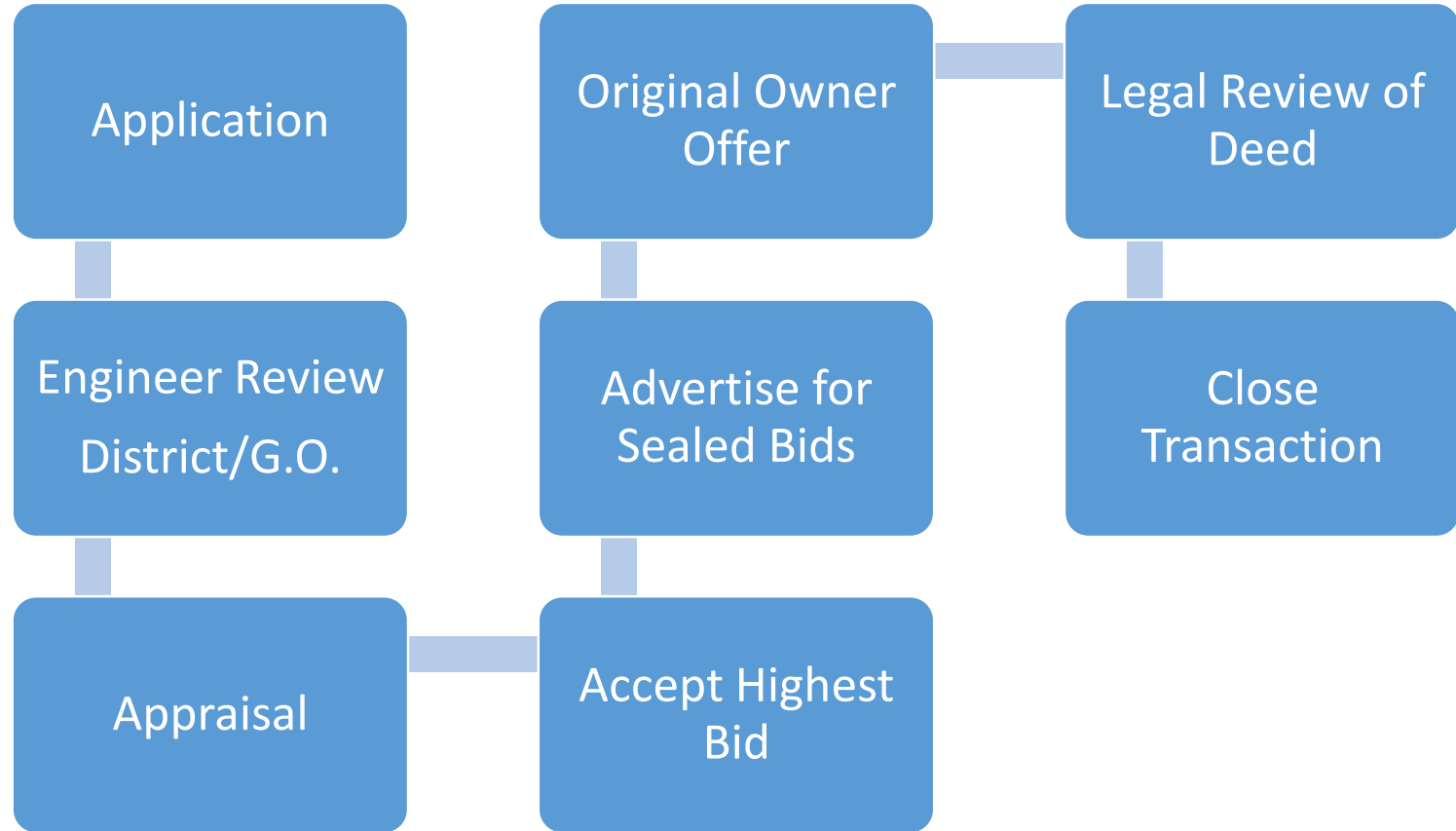
- **Assure all real property is devoted to the purposes of that facility without other public or private alternative uses**
 - Unless permitted by FHWA
- **ROW Manual description of Surplus property and Disposal procedures**
- **Properties requiring FHWA Approval**
 - Evaluate environmental effects of disposal and leasing action

Market Value

(CFR 23, Part 710)

- Charge current FMV or rent for use or disposals
- Proceeds used for Transportation System
- Exceptions
 - Overall interest of the public
 - Approved by FHWA

Milestones in the Surplus Property Disposal Process

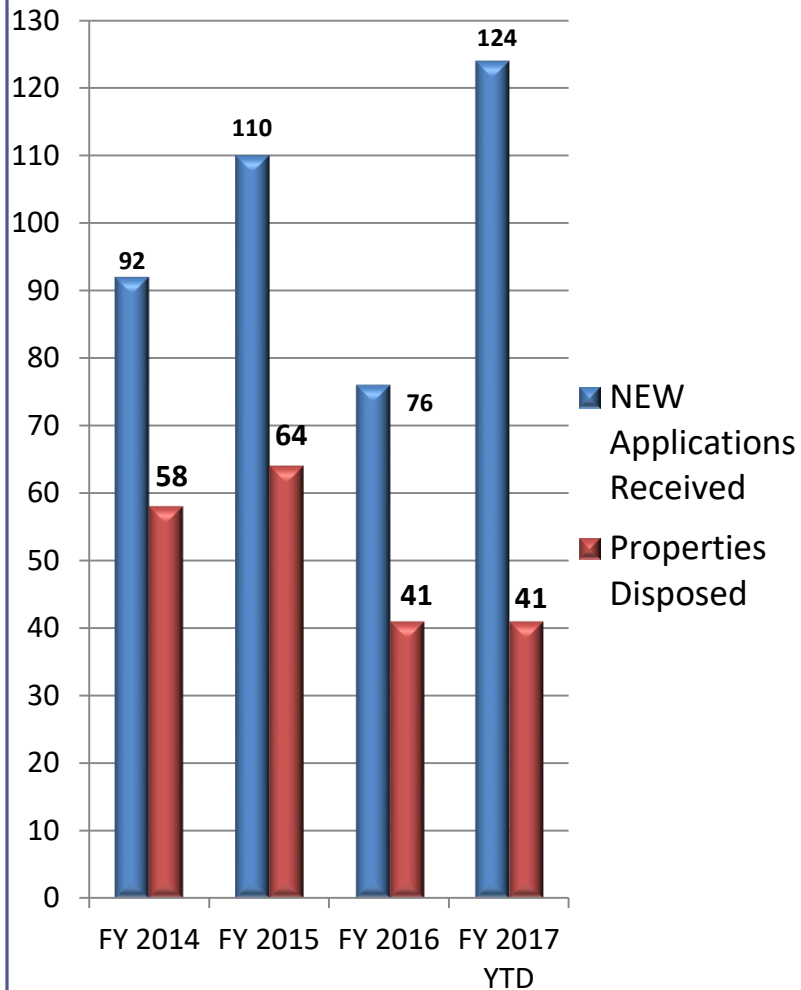


Historical Revenue Sales and Leases

Historical Revenue Data

FISCAL YEAR	APPLICATIONS RECEIVED	PROPERTIES SOLD	REVENUE GENERATED
2014	92	58	\$1,967,968
2015	110	64	\$5,143,585
2016	76	41	\$4,800,000
2017 YTD*	124	41	\$3,130,585**

History of Sales



CURRENT LEASES

Total	Government	Private	Annual Revenue
53	25	28	\$285,515

- *Typically 5 year initial term with renewal options of 5 additional years*
- *Escalation clause, 3% - 5%*
- *State law requires a 30 day cancellation notice*
- *Leases are generally for use of GDOT owned land for parking, recreation or transportation related purposes.*

Current and Prior Initiatives

Inventory and Disposal Initiatives

- GIS Database and Map Production
- GIS Database Enhancement and Updates
- Pro-Active Disposal Program

GIS Data Base and Map Production

- **2007 to 2012: INITIAL IDENTIFICATION AND MAP**
 - **Consultant services to catalogue property inventory**
- **2013 to 2014: DEMONSTRATION OF POTENTIAL**
 - **Consultant firm used to sell 12 potential properties**
- **2014 to Present: REFINEMENT AND EXPANSION**
 - **GIS Expert for database refinement**
 - **GIS training**
- ***CURRENT: ACTIVE SALES***
 - ***Consultant Firm for vetting and disposal of 7,000 properties***

Different Right of Way Uses

Surplus Property Use Considerations

Other States:

Mineral Rights

Solar Panels

Electrical Re-Charging
Stations for Electric Cars

Cell Towers

Oil and Gas Rights

Fiber Optics

Parking

Public Play Areas

Carbon Credits

GDOT Surplus Property Actual Uses

✓ Parking

✓ Farming Leases (on one surplus site)

✓ Commercial Buildings (Lease)

✓ Recreational Local Use (parks & trails)

✓ Timber Harvest MOU/MOAs (GA Forestry
Commission) on surplus sites

✓ Railroad Corridors (trails for Locals)

