

**JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION
REAL PROPERTY ACQUISITION GUIDELINES**

The Jefferson County Civic Facility Development Corporation (the "Corporation"), a New York public not-for-profit corporation, in compliance with Section 2824(1)(e) of the New York State Public Authorities Law, hereby adopts the following Real Property Acquisition Guidelines (these "Guidelines") as of June 7, 2018.

These Guidelines shall apply to the acquisition of real property until such time as the Corporation adopts new or revised Guidelines. The Board of Directors shall review and approve these Guidelines, with any necessary modifications and revisions, on an annual basis, or more frequently as the Board may determine.

**ARTICLE I
Designation of Contracting Officer**

The Corporation hereby designates the Chief Executive Officer of the Corporation as the Corporation's Contracting Officer in compliance with the provisions of New York State Public Authorities Law. The Contracting Officer shall hold this position until the Members of the Corporation designate a new Contracting Officer.

The Contracting Officer shall be responsible for the administration and implementation of these Guidelines. The Contracting Officer shall cause these Guidelines to be posted on the Corporation's website so that they are available to the general public.

**ARTICLE II
Application of Guidelines**

The procedures outlined in these Guidelines shall apply to the Corporation's acquisition of all interests in real property except for acquisitions of interests in real property where the Corporation is involved for the benefit of a third party. As used in these Guidelines, "property" shall include all interests in real property. The Corporation shall acquire real property in a prudent manner.

**ARTICLE III
Purpose**

The Corporation has adopted these Guidelines (i) to comply with the provisions of Section 2824(1)(e) of the New York State Public Authorities Law and (ii) to protect the Corporation's interests when acquiring real property for its own benefit.

ARTICLE IV
Property Acquisition Requirements

A. *Acquisition for Fair Market Value.* The Corporation shall endeavor not to pay more than fair market value for any property being acquired. Where the property is such that it is required for Corporation purposes and other property will not suffice, the Corporation may under such circumstances pay such reasonable amount in excess of what an independent qualified professional has determined to be fair market value in order to purchase the property. In such case the Corporation shall document the reasons why it is necessary to acquire such property and pay more than what was determined to be fair market value.

B. *Determination of Fair Market Value.* Prior to acquiring any parcel of real property, excepting property being gifted to the Corporation, the Contracting Officer shall take reasonable measures to determine the fair market value of the property to be acquired and shall negotiate the purchase price after determination of the fair market value. The fair market value of all real property shall be established by an appraisal conducted by an independent qualified professional. Fair market value of property that is unique in nature and therefore not subject to fair market value pricing shall be determined through an appraisal by an independent qualified professional. In the case of real property gifted to the Corporation, an appraisal shall not be required.

C. *Environmental Review.* Prior to the acquisition of any interest in real property covered by these Guidelines, the Corporation shall take necessary steps to determine whether there are any environmental concerns. The Corporation shall order a Phase I Environmental Report and, if warranted by the results of the Phase I Environmental Report, the Corporation shall order a Phase II Environmental Report. The Corporation shall comply with the New York State Environmental Quality Review Act (SEQRA) in any property purchase.

D. *Title Review.* The Corporation shall have Corporation General Counsel review the title documents supplied in connection with the acquisition and shall require fee title insurance unless Corporation Counsel determines that title insurance is not required.

E. *Execution of Property Acquisition.* Corporation General Counsel shall handle the purchase of property on behalf of the Corporation and the Corporation shall pay such reasonable fees as are required in connection with such purchase.

ARTICLE V
Yearly Property Report

Each year the Contracting Officer shall publish a report listing all real property acquired by the Corporation during the previous twelve-month period. The report shall contain a full description of each parcel of real property purchased, the price paid by the Corporation and the name of the individual(s) or entity that sold the property. The Contracting Officer shall publish the report on the Corporation's website and shall deliver the report to the Comptroller, the Director of the Budget, the Commissioner of General Services, the New York State Legislature c/o the Speaker of the House, the Senate Majority Leader and the Authorities Budget Office.