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San Diego Unified Port District  
Document No. **54009**  
Filed **SEP 26 2008**  
Office of the District Clerk

## BPC Policy No. 112

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**SUBJECT:** SALE OR EXCHANGE OF REAL PROPERTY

**PURPOSE:** To Establish Policy for the Sale or Exchange of District-Owned Real Property

**POLICY STATEMENT:**

1. Sales or exchanges of real property belonging to the San Diego Unified Port District (District) and the terms of such sale or exchange must be approved by the Board of Port Commissioners (Board).
2. Whenever it is determined by the Board or recommended by the Executive Director that District-owned real property should be sold or exchanged, the Executive Director shall submit a report to include the following:
  - a. Description.
  - b. Value and how the value was determined.
  - c. The recommended minimum amount that should be considered.
  - d. Whether or not there should be real estate broker's participation.
  - e. Recommended broker's fee.
  - f. Recommendation as to method of sale:
    - 1) Negotiation (give reasons).
    - 2) Public auction (recommended increments of bids).
    - 3) Sealed bids.
    - 4) Combination of public auction and sealed bids.
    - 5) Request for Proposals (RFP) if the consideration for the sale or exchange includes something other than land or cash.

3. If the sale or exchange is approved, the Board will decide:
  - a. Whether the District will pay the usual buyers' and sellers' escrow and title charges.
  - b. Broker participation and broker's fee.
  - c. Method of sale.
  - d. Increments of bids if sale is to be by public auction.
  - e. Minimum amount to be considered.
4. If the Board approves the sale or exchange, the Executive Director will sell or exchange the property, complying with the Board's conditions.
5. The Executive Director shall submit offers of the sale or exchange to the Board for final approval or rejection.

RESOLUTION NUMBER AND DATE: 2008-174, dated September 2, 2008 (Supersedes BPC Policy 112, Resolution 68-298, dated December 3, 1968)

(1)

**REFERENCE  
COPY**

Re Amendment of BPC Policy No. 112, ]  
Sale or Exchange of Real Property ]  
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**54009**

RESOLUTION 2008-174

BE IT RESOLVED by the Board of Port Commissioners of the San Diego Unified  
Port District, as follows:

That Board of Port Commissioners Policy No. 112, Sale or Exchange of Real  
Property, as amended, a copy of which is on file in the office of the District Clerk, is  
hereby adopted.

ADOPTED this 2nd day of September, 2008.

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9/2/08