City of Carroll

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MEMO TO: Honorable Mayor and City Council

FROM: Jack Wardell, Director of Parks & Recreation JW

DATE: August 4, 2016

SUBJECT: Sale of Surplus City Property – Policy #0304

The Carroll Recreation Center has updated several pieces to fitness equipment in the weight room. These new pieces of equipment are replacing older pieces of fitness equipment. Staff would like the option to sell the used equipment to its members and general public through a silent auction form. Each piece will be sold independently. Staff will determine a minimum bid amount per piece of equipment. There are six treadmills, four ellipticals and two Arch Trainers available for purchase.

Policy No# 0304 has the following procedures for City Property.

Purpose: From time to time the City may wish to sell surplus property to acquire the cash value for other purposes. The following procedure shall be used to sell surplus property.

Policy:

1. The City Manager shall approve the method of sale of disposal of any good(s) with a projected cash value of less than $1,000.00.

2. For goods with a project value of $1,000.00 or more the Council shall approve the disposal by motion which contained the following:
   a. A determination to sell goods
   b. A description of the goods to be sold
   c. A determination of the method of sale – sealed bids or auction
   d. Date, time and place for opening of sealed bids
   e. Disclaimer stating that Council may reject any and all bids

3. For goods with the projected value of $1,000.00 or more Staff shall:
   a. Publish a conspicuous notice at least one (not less than four days nor more than twenty days before the state for accepting sealed bids) in a newspaper having general circulation notifying the public of the details of the sale.
   b. Council desires that known prospects for the sale be sent notices of the sale.
   c. Hold bid opening at time and date advertised.

d. Report to Council showing any and all bids. Council shall authorize by motion the sale to the highest and best bidder.

4. The sale or disposal of real property will be done in accordance with Iowa Code Section 364.7.
   a. A minimum bid shall be established for the sale or disposal of all surplus City real estate by appraisal, costing out through actual cash and related in-house expenditures or by any other process recommended by Staff or the Council. At no time shall the minimum bid be established at less than $250.00. The transfer of surplus real estate to other governmental subdivisions is excluded from this requirement.

RECOMMENDATION: For the Mayor and City Council consideration and approval of Policy #0304 to allow City Staff to establish a minimum amount to be accepted per piece of equipment and to accept silent bids for the equipment.

CITY OF CARROLL

POLICIES AND PROCEDURES MANUAL

Subject	Policy No.
Sale of Surplus City Property	0304

Responsible Division(s), Office(s)	Related Policies & Procedures
All	

Effective/Revision Date	Approval(s)
3/13/89 6/28/93 4/27/98	Gerald Clausen

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