

SALE OF CITY PROPERTY

I. PURPOSE:

The following guideline establishes procedures for the accumulation and disposal of City properties having a salvage value, other than items confiscated or acquired by the Little Rock Police Department after abandonment by the owner.

II. RESPONSIBILITY:

- A. Accountability for all assets acquired with City fund rests with the City Manager.
- B. Where salvageable property is a part of the City's current inventory, as defined in Procedure Guideline #1240, the recording of location, value, disposition, etc., is a function of the Finance Department.
- C. The disposal for consideration of any item, and the accounting for any monies derived therefrom must be reviewed by the Purchasing Division with the exception of Fleet auctions and Public Works Operations scrap metal sales.
- D. Each Department Director is responsible for identifying idle assets having a residual value or other materials, such as scrap metals, soil, etc., to be marketed. Department Directors will provide technical assistance to Purchasing where necessitated by the nature of the commodity to be disposed.

III. POLICY:

All sales or trades of property belonging to the City must be reviewed by the Purchasing Division of the Finance Department. The Finance Department will report monthly on the aggregate monies received from such sales.

In compliance with Article VI, Section 2-167 of the Little Rock, Arkansas Rev. Code (1988) (LRC), no property owned by the City will be sold or exchanged without competitive bidding, unless the City Manager has certified that the value of such property is less than \$10,000.

In every case where a single asset or grouping of similar assets exceeds \$10,000 in value, and in all other cases, except where not economically feasible, the Purchasing Division will conduct competitive bidding for the purpose of receiving maximum remuneration. Except as noted in II (C).


In the case of surplus fire vehicles, this equipment will first be offered on a telephone bid basis by the Purchasing Division to Pulaski County and Saline County Department south of the River which have entered into a mutual aid pact with the City. Transfer of this equipment will be on an 'as is' basis to the highest bidder, so long as the bid is responsible in relation to previous public auctions. In all other cases, fire equipment will be disposed of in the manner prescribed in this procedure guideline.

All property purchased utilizing grant funds must be disposed of in accordance with grant awards, laws, regulations and circulars.

IV. PROCEDURE:

- A. Inventoriable Assets: Using the procedures and the Property Control Record (PCR) form identified in Procedure Guideline #1240, idle equipment will be reviewed by the Purchasing Division for the proper method of disposal. Any assets that are disposed of and are currently included in your Departmental assets list must be reported to the Finance Department Assets Accountant.
- B. Non-Inventorial Assets, Scrap Metals, Material Obtained from Excavations, etc.: The Purchasing Division will be notified of the nature, quantity and storage location of these items.
- C. General: The Purchasing Division will determine the best economic use of items submitted in view of pending or anticipated citywide needs. Should the best economic use dictate, the following steps will be initiated for disposal.
 - 1. If required by the constraints of this guideline, the Purchasing Agent will cause the sale to be advertised and held in accordance with LRC Section 2-167.
 - 2. In all cases, a full description of items liquidated, bids received, if any, and monies collected will be documented by the Purchasing Division.
 - 3. Monies will be delivered forthwith to the City Collector and receipts issued will be included in the above-mentioned sale documentation.

Approved:



Bruce T. Moore
City Manager