PROCEDURE FOR SALE OF CITY OWNED PROPERTY (NOT TAX-TITLE OR SIDE-YARD SALES)

Petition to Property Committee for determination of availability

Property Committee requests Excess Needs Survey for Municipal Purposes

If no Municipal Purpose, reported to Property Committee for vote to declare available

City Council votes. If affirmative referred back to Property Committee for determination of value

Property Committee refers item to Procurement Office for RFP/IFB. >\$35k value requires 30-day advertising.

(If >\$25k referred to Assistant City Solicitor for appaisal prior to sale)

CPO provides results to Property Committee who makes recommendation to City Council

City Council votes. If affirmative, also authorizes Mayor to complete sale