**AN ORDINANCE PRESCRIBING PROCEDURES**

**FOR DISPOSING OF**

**PERSONAL PROPERTY VALUED AT LESS THAN $30,000[[1]](#footnote-1)**

BE IT ORDAINED by the (governing body) of the (City)(County) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Section 1. The (designated official) is hereby authorized to dispose of any surplus personal property owned by the (City)(County) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, whenever he or she determines, in his or her discretion, that:

(a) the item or group of items has a fair market value of less than thirty thousand dollars ($30,000.00);

(b) the property is no longer necessary for the conduct of public business; and,

(c) sound property management principles and financial considerations indicate that the interests of the (City)(County) would best be served by disposing of the property.

Section 2. The (designated official) may dispose of any such surplus personal property by any means which he or she judges reasonably calculated to yield the highest attainable sale price in money or other consideration, including but not limited to the methods of sale provided in Article 12 of N.C. Gen. Stat. Chapter 160A. Such sale may be public or private, and with or without notice and minimum waiting period.

Section 3. The surplus property shall be sold to the party who tenders the highest offer, or exchanged for any property or services useful to the (City)(County) if greater value may be obtained in that manner, and the (designated official) is hereby authorized to execute and deliver any applicable title documents. If no offers are received within a reasonable time, the (designated official) may retain the property, obtain any reasonably available salvage value, or cause it to be discarded. No surplus property may be donated to any individual or organization except by resolution of the (governing body).

Section 4. The (designated official) shall keep a record of all property sold under authority of this Ordinance and that record shall generally describe the property sold or exchanged, to whom it was sold or with whom exchanged, and the amount of money or other consideration received for each sale or exchange.

Section 5. This Ordinance is enacted pursuant to the provisions of N.C. Gen. Stat. § 160A-266(c).

Section 6. This Ordinance shall become effective upon adoption.

Adopted this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Mayor)(Chairman)

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(City)(County) Clerk

Approved as to Form:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(City)(County) Attorney

1. While styled as an ordinance, the substance of this document may also be incorporated into a policy or regulation adopted by the governing body. [↑](#footnote-ref-1)