

PROCEDURE

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<p>1.0 STATEMENT OF PURPOSE</p> <p>The City of El Paso has charged its Capital Assets Management (CAM) to identify and assess all city real estate holdings for its effective use, value and need for municipal use. To provide in-fill development on city parcels not necessary for public need that meets the qualifications.</p> <p>2.0 SCOPE/GOAL</p> <p>Create an asset portfolio on surplus properties to maximize financial returns.</p> <p>3.0 RESPONSIBILITIES</p> <p>Capital Assets Management</p> <p>4.0 DEFINITIONS</p> <p>Asset management is a systematic process to guide the planning, acquisition, operation and maintenance, renewal and disposal of assets. The objective of asset management is to maximize the impact of an asset in support the delivery of high-quality public services and manage related risks and costs over the entire life cycle of the asset.</p> <p>5.0 REQUIREMENTS</p> <p>5.1 Interest to purchase city-owned property.</p> <p>5.1.1 Receive a request call, letter or e-mail to purchase city property.</p> <p>5.1.2 Request must describe property with address and/or PID (Property Identification) number assigned by Central Appraisal District.</p> <p>5.2 Request is received and reviewed by CAM</p> <p>5.2.1 Check tax rolls and if property found to be a “struck off” property then CAM advises the interested party to contact the delinquent tax foreclosing law firm for their action.</p> <p>5.2.2 If property is city-owned then CAM carries out an assessment.</p> <p>5.2.2.1 Verify PID, acreage, existing appraisal (if any), etc.</p> <p>5.2.2.2 Land use</p>				

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<p style="margin-left: 40px;">5.2.2.3 Maps and legal description</p> <p style="margin-left: 40px;">5.2.2.4 Title search of deed</p> <p style="margin-left: 40px;">5.2.2.5 Prepare a GIS view</p> <p style="margin-left: 40px;">5.2.2.6 Site visit for recognizance</p> <p style="margin-left: 40px;">5.2.2.7 Inspect existing structures, conditions and/or use</p> <p style="margin-left: 40px;">5.2.2.8 Research for environmental issues</p> <p style="margin-left: 40px;">5.2.2.9 Other significant issues, if applicable</p> <p>5.2.3 If assessment indicates that property fulfills a public need, i.e. R-O-W for flood control, then a response letter is forward to the applicant explaining the City's need to retain the land and decline the offer.</p> <p>5.2.4 If property is found to be:</p> <ul style="list-style-type: none">• not needed for City purposes;• not used to its highest potential;• the land does not affect the functionality of a City operation or service to the public; or• maintenance burden (speak to area supervisors, i.e. Streets, etc., that maintain or service the subject property for their input). <p>Then it is forwarded to the Capital Assets & Real Estate (CARE) Committee for citywide departmental review, finding and recommendation.</p> <p>5.3 Place an item on CARE Committee Agenda for discussion and action on proposed sale of city-owned property.</p> <p style="margin-left: 40px;">5.3.1 Packages distributed week before the scheduling meeting.</p> <p style="margin-left: 40px;">5.3.2 Affected departments review and comments provided directly to CAM.</p> <p style="margin-left: 40px;">5.3.3 Departments need to justify objections to the sale if</p> <ul style="list-style-type: none">5.3.3.1 public necessity exists for use of property;5.3.3.2 the department has a plan and budget to develop the site (i.e. fire station); or				

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5.3.3.3 will affect the access and/or operation of a public service.

5.3.4 If CARE Committee declines to proceed with sale,

5.3.4.1 CAM forwards a letter to the applicant explaining the City's need to retain the land and decline the offer.

5.3.5 If CARE Committee approves the sale, proceed with the following steps.

5.4 CAM works with City Attorney's Office to determine if "public sale" or "individual sale."

5.5 Financial Services retains professional services to appraise, survey and do title work for the subject property.

5.6 Financial Services advertises the bid with minimum to receive the appraised value plus appraiser and surveyor cost. Also, published are title work and other associated fees to be paid by successful bidder.

5.7 Bids are open, read and tabulated.

5.8 CAM works with City Attorney's Office to draft a "Contract of Sale" and places an introduction of an ordinance item on City Council Agenda to authorize the City Manager to sign the contract.

5.9 Financial Services advises successful buyer to initiate title work and closing.

5.10 CAM coordinates the closing.

5.11 Property is removed from active city-owned property inventory.