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**CITY OF DANIA BEACH**

**DEPARTMENT OF FINANCE**

**MEMORANDUM**

TO: Robert Baldwin, City Manager DFA-15-004

 Colin Donnelly, Assistant City Manager

FROM: Nicki Satterfield, Finance Director

DATE: May 4, 2015

SUBJECT: City Surplus Sale of Vehicle & Equipment

The City’s Finance Department in conjunction with the various Departments has compiled a list of surplus vehicles and equipment throughout the City. These items are either obsolete, non-functioning or have been replaced due to increased cost of maintenance due to the age of equipment.

The attached Exhibit “A” is current list of equipment submitted by the various City departments seeking to dispose of these items. Once declared surplus by the City Commission the City Manager’s office can then enter into an agreement with a public auction house as we have done previously for the sale and auction of this equipment. City Departments have provided a suggested selling value which will be discussed with the auction company. Current total estimated value of surplus equipment is $85,000. The estimated cost for the auction company is based on a percentage of sales. Based on this estimate the cost for the auctioneer would be approximately $3,400. However, since fee is based on the cost of sale this could be more or less depending on actual sale price.

Auction information will be made available to the Public announcing auction date via the following methods:

* City of Dania Beach website
* Online auction website
* Dania Beach Press and other local media outlets as available
* Posting of notice at City Hall facilities
* Placement of message on water bill
* Public Announcement by City Manger for distribution at Commission Meeting under City Manger Comments
* Any other manner deemed appropriate by the City Manager

**Recommendation:**

Staff recommends the City Commission declare Exhibit ‘A” as surplus equipment and authorize the City Manager to enter into an agreement for public auction sale. Auction date to be provided upon selection of firm and date being established.