

CITY OF BETHLEHEM

Inter-Office Memorandum

SUBJECT: Amending Resolution 9939 - Sale of City-owned Property

TO: Members of City Council

FROM: J. William Reynolds, President of Council

DATE: February 23, 2017

Attached for Council's consideration is a proposed Resolution to amend Resolution 9939, April 17, 1984, as amended by Resolution 11,679 that states the procedures for the sale of City-owned property

I would plan to place the Resolution of the March 7, 2017 agenda.



J. William Reynolds, President of Council

cc: John F. Spirk, Jr., Esq.
Mayor Robert J. Donchez
William P. Leeson, Esq.
Edmund J. Healy, Esq.
Michael Alkhal
David Brong
Sandra Steidel

RESOLUTION NO.

BE IT RESOLVED by the Council of the City of Bethlehem that Resolution No. 9939, as amended by Resolution No. 11,679, which sets forth procedures governing the sale of City-owned property which reads as follows:

BE IT RESOLVED by the Council of the City of Bethlehem that the following procedures are hereby adopted for the sale of City-owned property:

1. A complete list of City-owned property will be assembled. An identification number will be given to each saleable property.
2. When the Administration's ~~Property Committee~~ recommends that a parcel be sold, written notice shall be given to the City Clerk so that the request to sell the property is read into the record during the Communications section of the Agenda for the regular meeting of City Council.
3. The request for permission to sell property must set for the following:
 - a. Identification number of property
 - b. The description of property – location, length, width, etc.
 - c. Location of utility lines, easements, other significant characteristics.
 - d. Appraised value of property, unless the Administration can show reason and Council agrees that a professional appraisal is not warranted.
 - e. Names of abutting property owners.
 - f. Zoning designation.
 - g. Condition of title – deed restrictions, etc.
 - h. Reason why property should be sold.
4. After request for sale is read into the record, the President will refer the request to the ~~Parks and Public Property Committee~~ for study and recommendation.
5. Members of the ~~Parks and Public Property Committee~~ may personally visit saleable property in question with appropriate Administration officials.
6. ~~Parks and Public Property Committee~~ will meet to determine whether lot should be sold. If the request has Committee approval, a resolution will be forwarded to Council.
7. At its next regular meeting, Council will receive the report of the ~~Parks and Public Property Committee~~. A resolution will be on the Agenda that will permit the appropriate officials to sell the property. All property will be sold at publicly advertised auctions, unless Council specifically stipulates in the resolution that a sealed bid is acceptable.

8. The Director of ~~Parks and Public Property~~ will notify Council in writing of the date of the auction or the date on which sealed bids will be received. Council will also be provided with the name of the person to whom the property is sold and the amount paid for the tract.
9. The provisions of the State Municipal Planning Code will be incorporated into any transactions where such may be applicable.
10. The Administration may, upon the showing of good cause and with the concurrence of City Council, utilize an alternative procedure for sale where the public welfare would be better serviced. (Resolution 11,679 – passed 6/16/92)

Shall be amended to read:

BE IT RESOLVED by the Council of the City of Bethlehem that the following procedures are hereby adopted for the sale of City-owned property:

1. A complete list of City-owned property will be assembled. An identification number will be given to each saleable property.
2. When the Administration recommends that a parcel be sold, written notice shall be given to the City Clerk so that the request to sell the property is read into the record during the Communications section of the Agenda for the regular meeting of City Council.
3. The request for permission to sell property must set for the following:
 - a. Identification number of property
 - b. The description of property – location, length, width, etc.
 - c. Location of utility lines, easements, other significant characteristics.
 - d. Appraised value of property, unless the Administration can show reason and Council agrees that a professional appraisal is not warranted.
 - e. Names of abutting property owners.
 - f. Zoning designation.
 - g. Condition of title – deed restrictions, etc.
 - h. Reason why property should be sold.
4. After request for sale is read into the record, the President will refer the request to the **Public Works Committee** for study and recommendation.
5. Members of the **Public Works Committee** may personally visit saleable property in question with appropriate Administration officials.

6. Public Works Committee will meet to determine whether lot should be sold. If the request has Committee approval, a resolution will be forwarded to Council.

7. At its next regular meeting, Council will receive the report of the Public Works Committee. A resolution will be on the Agenda that will permit the appropriate officials to sell the property. All property will be sold at publicly advertised auctions, unless Council specifically stipulates in the resolution that a sealed bid is acceptable.

8. The Director of Public Works will notify Council in writing of the date of the auction or the date on which sealed bids will be received. Council will also be provided with the name of the person to whom the property is sold and the amount paid for the tract.

9. The provisions of the State Municipal Planning Code will be incorporated into any transactions where such may be applicable.

10. The Administration may, upon the showing of good cause and with the concurrence of City Council, utilize an alternative procedure for sale where the public welfare would be better serviced. (Resolution 11,679 – passed 6/16/92)

Sponsored by _____

ADOPTED by Council this day of 2017.

President of Council

ATTEST:

City Clerk