

Inventory and Disposal Policy for Surplus City Property

March 14, 2016

The City of Council Bluffs obtains title to property by several means which are outlined below:

- 657A Process – through the Building Division;
- Donation by other governmental entities, nonprofits and individuals;
- Acquisition – by any department;
- Foreclosure of previous liens; and
- Dedication of easements, r-o-w, or for other public purposes.

City Property Inventory

A City property inventory will be maintained which categorizes properties by function and identifies those properties that are surplus. The City property will be reviewed and updated on an ongoing basis.

Surplus Property Committee

A committee is established and comprised of Community Development, Public Works, Parks, Health, Legal and Finance. The committee will meet on a monthly basis to discuss property sales, additions, deletions and updates to the City property list. All properties will be reviewed by the Committee to determine the appropriate disposal method:

- Open Market – Listed on website; and
- Targeted Audience – Non-profit, County, School and State (other government entity).

All properties have the potential to have a “Special Consideration” clause attached to it. For example, a property may fit the criteria to be in the ‘Buildable’ category, but the City may not want to sell it or want it built on for any number of reasons (to be defined in the Special Considerations clause).

Categories of Surplus Properties

Disposable properties are classified into the following categories:

Buildable – Properties which are at least 40 feet wide by 100 feet in depth, have water and sanitary sewer availability, located on paved street, consists of buildable terrain, and are permit ready after disposal. Buildable properties will be priced at appraised value or the amount most recently established by Pottawattamie County Assessor. Interested individuals and entities must complete an offer to buy, indicating their intended use of the land.



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Non-Buildable/Remnant – Properties which do not meet the definition of Buildable Properties as outlined above. Non-Buildable Properties will be priced at a value established by the most recent fee schedule for street/alley vacations. Properties may be sold to adjacent property owners using the following priorities as a general guideline for determining the sale:

- First priority, resolving the most non-conforming adjacent lot; and
- Second priority, disposing the property to multiple adjacent lots.

Any adjacent owner who is delinquent on any property taxes, has any outstanding municipal code violations/fines/costs, or has allowed a lien to be placed on their property for any reason shall not be eligible to receive property as provided herein.

Unmarketable Buildable Properties Valued \$15,000 or Less - Buildable properties on the disposal list longer than 24 months may be offered for sale to non and for profit housing providers. Properties will be priced at appraised value or the amount most recently established by Pottawattamie County Assessor. The value of the property may be forgiven if the property is constructed upon within a 12 month period. Interested individuals and entities must complete offer to buy and supporting documentation indicating their intended use of the land. If no sale occurs after 12 months outlined in this paragraph, the property may be offer and sold as a non-buildable remnant to the abutting property owners.

Central records for all disposed properties will be maintained by the Community Development and Legal Departments.

Disposal Process

1. An offer to Buy City Property is submitted to the City Clerk's office.
2. City Clerk forwards the offer to the Community Development Department for review and processing.
3. Community Development establishes case file and assigns case number, verify structures has been demolished, confirm title transfer to the City, gather background information on the property including previous City costs.
4. Community Development verifies that the offer is consistent with the City's policies and on the disposal list.
5. Determine made that the offer is acceptable to process further.
6. Route to City departments and utilities if deemed necessary.
7. Staff report and resolution setting public hearing on the offer is prepared and scheduled for City Council action.



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8. City Council sets public hearing date.
9. Staff report updated and resolution of disposal prepared and forwarded to City Council.
10. City Council holds public hearing to review offer.
11. If approved, obtain signed City Council resolution.
12. Forward copies of all paperwork to attorney's office for closing.
13. Place all signed paperwork related to closing in file.

Attachments

- Application to Purchase City Property
- Fee Schedule
- Promissory Note and Mortgage

