

EXHIBIT A

123.07 DISPOSAL OF SURPLUS PROPERTY

- (a) Personal property no longer needed for a Municipal purpose may be disposed of by the Administrator in the following manner.
1. Transfer to another department (in need);
 2. Trade- in on a new purchase of the same or similar items;
 3. Sealed bid sale;
 4. By public auction;
 5. Conveyance to another governmental agency/authority;
 6. Internet auction;
 7. Donation to a non-profit organization exempt from Federal income taxation; pursuant to prior approval of the Council; or
 8. Sold as scrap metal at a salvage yard.
- (b) Notice of the Municipality's intent to conduct and/or participate in a public auction shall be advertised for two (2) consecutive weeks in a newspaper of general circulation within the Municipality and said notice shall include a list of the property to be auctioned.
- (c) Notice of internet of the Municipality's intent to conduct an internet auction shall be advertised for two (2) consecutive weeks in a newspaper of general circulation within the Municipality and said notice shall include a list of the property to be auctioned. Potential buyers shall have no less than fifteen (15) days for bidding on the property which shall include Saturdays, Sundays and legal holidays. The Administrator shall determine whether the Municipality will conduct the auction or will contract with a representative to conduct the auction and the Administrator shall establish the general terms and conditions of the sale.
- (d) Items to be sold by sealed bid and valued at ten thousand dollars (\$10,000.00) or more shall be advertised for two (2) consecutive weeks in a newspaper of general circulation in the Municipality. Items valued at less than ten thousand dollars (\$10,000.00) shall be advertised at the discretion of the Administrator.
- (e) Competitive bidding shall not be required if conveyance, grant or permit to use of municipally-owned property is to be made to the United States of America, State of Ohio, or any political subdivision, taxing district, department, commission, board, institution, authority, or other agency of either.