

**Resolution to Declare Property as Surplus  
& Assignment for Online Sale**

Council Meeting Date: \_\_\_\_\_

Agenda Item: Surplus Property

Presented by: Name \_\_\_\_\_/Dept. \_\_\_\_\_

Let it be Resolved:

1. The City of \_\_\_\_\_ declares that the following property used by the \_\_\_\_\_ Department is no longer needed by the City and is declared surplus property, and is assigned to LaMATS through the LPS Surplus Property Program, 700 North Tenth Street, Baton Rouge, LA 70802 to be auctioned online. The listed property will be viewable and will be auctioned online at [www.lamats.net/surplus](http://www.lamats.net/surplus) commencing the day of publication of this resolution for no fewer than 7 days until sold or withdrawn.

2.

<u>Description</u>	<u>Minimum Value</u>
1) _____	\$ _____
2) _____	\$ _____
3) _____	\$ _____
4) _____	\$ _____
5) _____	\$ _____

3. Where the minimum value of an item is not reached or is not set, the City reserves the right to evaluate and to accept the highest bid if deemed to be the fair market value or to relist the unsold item.

**Instructions/Notes (Not Part of the Resolution)**

1. Advertising. Please provide the name and contact for your journal of record and forward to the LPS Municipal Surplus Property Program Administrator for listing and publication [paul@lamats.net](mailto:paul@lamats.net) of this resolution. Otherwise, you should contact your journal of record to publish.
2. Minimum Value. Where an online sale is used, you may leave "Minimum Value" blank. The high bid will be reported back to the city to be accepted or rejected as the fair market value.