

**MINUTES
CITY COUNCIL
WORKSHOP
TUESDAY, FEBRUARY 2, 2010
5:00 PM**

CALL TO ORDER

The Mayor called the workshop to order at 5:00 PM with the following members and staff present:

Arcadia City Council

Mayor Roosevelt Johnson
Councilmember Keith Keene

Deputy Mayor Robert Heine
Councilman Lorenzo Dixon

Arcadia City Staff

Interim City Administrator Shelly Baumann
City Attorney Jason Henbest

City Recorder Dana Williams

The Interim Administrator briefly outlined the potential procedures as provided in the packet, although stated she had not been involved in the original discussions regarding these. She did mention she had received a communication from Mr. Frank Land, a local auctioneer, who has scheduled an auction at the Turner Center for March 6, 2010, and that may be an option the Council wishes to consider. The Interim Administrator added she did not know of his consignment fee but would check into it if that were the Council's discretion.

The Deputy Mayor expressed his concern about having a sale at the Livestock Market, adding that a number of the vehicles to be sold were not in running condition. He also believed an auctioneer's fee was between 13-15%. The Mayor felt the City should receive the full benefit of any sale proceeds, including placing a minimum (scrap value) bid on items to be sold.

Councilmember Keene stated that as written, the procedures were good but that they included no provision for sale by auction and questioned whether there would be an option for that method. Mr. Keene also asked about any possible advantage for donating items to either a charity or group (such as schools). The City Attorney responded that essentially the Council is working off a blank slate and procedures for auction or any other method could be incorporated into the policy. The Mayor requested that auctions be incorporated into the procedures as an option, adding that the Council may never take advantage of the option, but having it in there would make it available to them. The City Attorney also recommended that any donation of goods be made to an organization rather than to an individual(s).

Discussion followed on exchange of donations and the recommended procedures as a method of tightening up accountability. The Interim Administrator added that as of Wednesday, two weeks ago, a change in the money handling procedures from the sale of salvage at the Livestock Market had taken place whereas now customers have to make all payments in the Finance office at City Hall.

The City Attorney also recommended that any declared surplus property be compiled in a list to be submitted for approval by the City Council. This was briefly discussed, approved by consensus, to be included on the Consent Agenda portion, and to include a staff recommendation for items to be put to bid vs. donated, minimum bid if applicable.

Councilmember Dixon then questioned the applicability of item #4 under the collection of monies portion. He felt that because the procedures for collection and receipting of money had been amended, that particular line item was no longer needed. The Council agreed and item #4 will be stricken from the list.

Discussion then moved to the logistics and timing of conducting a sale. It was the consensus of the Council to conduct any sale during the regular work week and during working hours so as to not incur overtime for staff. Councilmember Dixon volunteered, at no cost, to set up a "vendor tent" for the comfort of staff during the sale hours.

It was the direction of the Council to include the final, edited version of sale procedures as an item on the Consent Agenda at the next, regular Council meeting.

Having no further business at this time, the meeting was adjourned at 5:40 PM.

APPROVED THIS 16th DAY OF FEBRUARY 2010.

By: Roosevelt Johnson, Ed.D.
Roosevelt Johnson, Ed.D., Mayor

ATTEST:

Dana L.S. Williams
Dana L.S. Williams, CMC
City Recorder