



CITY POLICY STATEMENT

TITLE DISPOSAL OF PROPERTY	DEPARTMENT(S) Administration	POLICY NUMBER
EFFECTIVE DATE August 19, 2014	REVISED DATE	VERSION 1.0
APPROVED BY COUNCIL ACTION Policy Statement Adopted August 18, 2014		
SUBJECT(S) Finance, Surplus Property, Auction		
STRATEGIC PLAN REFERENCE Goal 1: Assure stable funding for future City services by maximizing stewardship of current revenues and initiating actions to achieve financial sustainability.		

PURPOSE

This policy is created to provide a standard procedure for the expeditious disposal of surplus property that is obsolete or no longer deemed essential for use by the City.

POLICY STATEMENT

Surplus, obsolete, and/or non-functional property may be transferred, sold, offered as a trade-in, abandoned or destroyed. Any property disposed of will be stripped of all identification as City property. Unless otherwise specified, the following policies apply to surplus or personal property.

A) Authority to Dispose of Personal Property

1. PROPERTY WITH A VALUE GREATER THAN \$2,500

A majority vote of the City Council is required to dispose of City personal property with a value greater than \$2,500.

2. PROPERTY WITH A VALUE LESS THAN OR EQUAL TO \$2,500

The City Manager may authorize the disposal of City personal property having a value of less than or equal to \$2,500.

B) Method of Disposal

- 1) **Donations.** Personal property may be donated to other governmental agencies, not-for-profit organizations, or other entities if a majority of the City Council determines that such donation

will reduce the donee's reliance on funding from governmental agencies or taxpayers of the City of Augusta, or if the donation would otherwise provide a benefit to residents of Augusta.

- 2) **Sale or Trade In.** Personal property may be sold or used for trade-in value, as determined by the City Manager. Sales will occur by way of public auction, with the format of said auction to be determined by the City Manager. Proceeds resulting from the sale or trade-in of surplus or obsolete property shall be deposited to the appropriate fund. Personal property shall not be sold directly to a private individual for personal use except through a competitive process.
- 3) **Destruction.** Authorization for destruction of item(s) no longer required or no longer functional and having little value must be made by the City Manager. The City Manager is responsible for choosing the most appropriate destruction process for the items.

C) Terms and Conditions of Sale

- 1) Sales or trade-ins may be made through the most efficient and economical method to maximize returns, and may include, but not be limited to, on-line offerings, fixed price sales, negotiated bids, sealed bids, silent auctions, regular auctions, or any other method of sale allowing public participation. The method of sale of personal property having a value in excess of \$2,500 shall be determined by the City Council. The method of sale of any personal property having a value of \$2,500 or less shall be determined by the City Manager.
- 2) City employees shall be permitted to participate as buyers in competitive sales as any other member of the public and on such other conditions as approved at the discretion of the City Manager. Consistent with ethical conduct, City employees shall not take advantage to gain personal benefit from such transactions.
- 3) Prospective buyers will be allowed time prior to the sale to inspect items, including by digital image where appropriate.
- 4) No warranty or guarantee of any kind is given by the City. All items are offered for sale or gift "as is," "where at," and "without recourse."
- 5) The successful bidder or purchaser shall be required at their own risk and expense to remove any items awarded within seven (7) days after notification of acceptance of bid or purchase offer by the City, but not before payment of the purchase price. Receipt of each unit must be signed by the purchaser or its duly authorized agent at the time the item is removed. Any item not called for or left behind for a period of more than seven (7) days after the date of bid acceptance shall be considered as abandoned and the City has the right to dispose of same in any manner whatsoever. Exceptions may be approved by the City Manager.
- 6) In some instances, minimum prices will be established. In such cases, items may not be sold below that minimum price. Exceptions may be approved by the City Manager.
- 7) The City reserves the right to accept or reject any or all bids/proposals.