

	<b>SURPLUS PROPERTY DISPOSAL POLICY</b>	Page 1 of 3
Original Issue Date: 03/28/18	Last Reviewed: 05/16/18	Revision Number: 0

### **PURPOSE AND SCOPE**

This policy provides guidance to employees for the disposal of City of Milford owned property that is no longer needed or has no practical use to a particular City Department.

### **DEFINITIONS**

*Practical Use:* The use of something for a reasonable purpose.

*Surplus Property:* City owned property (i.e. automobiles/vehicles, bicycles, electronics, furniture, seized and unclaimed property, machinery and tools, miscellaneous equipment, office machines, or real property) that is no longer needed or has no practical use to a particular City Department.

### **APPLICABILITY**

This policy applies to all City Officials, employees and users including, but not limited to, full time, part time, and intermittent / seasonal / special employees.

This policy applies to all City owned property except:

- Items purchased with grant funds which shall be disposed of in accordance with applicable grant requirements. If no disposal requirements exist, the Appointing Authority will determine how to best dispose of such property.
- Seized or unclaimed property within the Police Department which shall be handled and disposed of in accordance with applicable Federal, State, and local requirements.
- Computer and electronic data storage equipment which shall be returned to the IT Administrator for proper data wiping and disposal. This includes, but is not limited to computers, laptops, tablets, servers, routers and hubs, phones, cameras, fax machines, copiers, scanners, monitors, external hard drives, and any similar device that may hereafter become available for use.

### **GENERAL GUIDELINES**

1. The Appointing Authority is responsible for the orderly disposition of surplus property.
2. Department Directors shall annually prepare an itemized list of surplus property. The list shall be forwarded to the Appointing Authority along with recommendations regarding disposal of the property using a method that will return the most benefit to the City and on such terms and conditions deemed to be most appropriate and in the best interests of the City using one of the ways identified in the Methods of Disposal section.
3. The Appointing Authority shall determine the which method of disposal is most appropriate and advise the Department Director who shall carry out the approved method.
4. The Appointing Authority may approve the sale, donation or trade of surplus property to another governmental agency without the necessity of advertising, bids or auction sale.

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5. Sale of land or other real estate requires City Council authorization by Ordinance, as identified in the City of Milford Charter.
6. Transferring, selling, donating, scrapping, recycling or disposing of property by City Officials, employees including, but not limited to, full time, part time, and intermittent / seasonal / special, for personal gain or to benefit the interest of any person or party other than the City of Milford, including handling or disposal of trash or junk except as directed by the Appointing Authority, is strictly prohibited.
7. City Officials and employees shall not claim ownership of, give away, recover, or salvage any materials abandoned, disposed of or stored upon City premises.
8. City Officials and employees shall not obtain property or the proceeds from the disposal of property designated for disposal as trash, scrap, or as recyclables, This prohibition includes giving any such property or proceeds to any person or party other than for the duly authorized benefit and interest of the City of Milford, or authorizing any other person or party to accept, receive or take any such surplus property to benefit their own interest, except as provided herein.

### **Methods of Disposal**

Following are the methods of disposal of surplus property:

- a. Transfer to another City department. Surplus property may be transferred between City departments if there is a need or use for the surplus property. The departments involved in the transfer shall exchange purchase information, service manuals and service records and all other applicable information regarding the surplus property. Such a transfer shall be completed within one year.
- b. Written bids/quotations or other similar means after advertising at least one time in a newspaper of general circulation in the City and after advertising for at least one (1) week on the City's website.
- c. Sale through public auction after advertising at least one time in a newspaper of general circulation in the City and after advertising for one (1) week on the City's website.
  - I. The Department that is in possession of the surplus property shall coordinate auctions with the Appointing Authority.
  - II. It is the responsibility of the Department with possession of the surplus property to provide administration and logistical support of the auction item/event. Any expense incurred in conducting the auction shall be deducted from the auction receipts.
- d. Commercial or government auction website.
- e. Trade-in on the purchase of replacement product.
- f. Sale or trade to another governmental agency.
- g. Property may be disassembled and used for parts.

The Department Director disposing of the surplus property shall notify the Finance Department and City Clerk's Office of the transfer, sale or disposal of any item. This shall be coordinated to

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update City records (i.e. capital improvement documents, insurance records, audit lists and grant requirement documentation).

**PUBLIC RECORDS**

All City owned property is Public Record, therefore records of transfer, sales or disposal of surplus property must be maintained by the City Clerk’s Office.

Public records will be managed in compliance with applicable local, state and federal laws, regulations, and policies including the Delaware Freedom of Information Act (covering Open Meeting Law, Public Records Law), and Public Records retention schedules, Copyright Law and other applicable City policies.

**VIOLATIONS**

Employees violating this policy may be subject to disciplinary action in accordance with City policies, departmental operating procedures and/or collective bargaining agreements.

If you have questions regarding appropriate use of this policy, please contact your supervisor, the Human Resources Administrator or your respective Appointing Authority.

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*Appointing Authority Signature*

*Date*

I, \_\_\_\_\_, acknowledge that I have received and read a copy of this policy.

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*Employee Signature*

*Date*