

Resolution 02-02-2018

Approving a City Policy for Disposal of Surplus Equipment and Resources

Whereas, the City desires to establish an efficient and effective method for disposal of its surplus personal property, and

Whereas, the City desires to have a transparent process by which the citizens can know how publicly funded resources and materials are disposed.

Now Therefore, The City Council of Caribou approves the policies and procedures for disposal of surplus personal property, which are attached to this Resolution as Exhibit A, and which shall be implemented in all City operations immediately.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 12th day of February 2018.

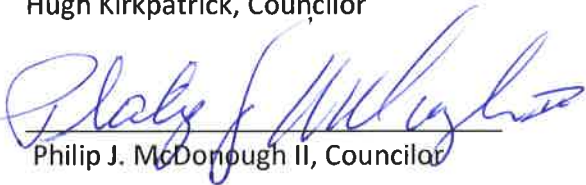
David Martin, Mayor



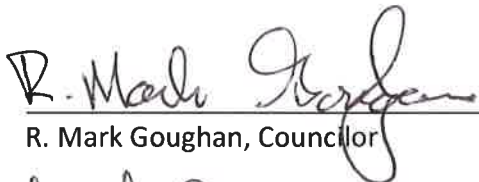
Hugh Kirkpatrick, Councilor



Nicole Cote, Councilor



Philip J. McDonough II, Councilor



R. Mark Goughan, Councilor

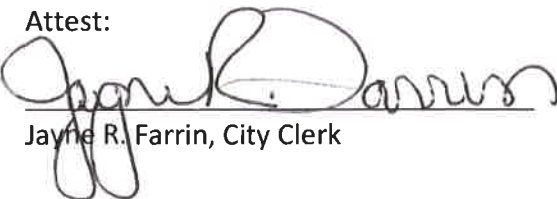


Joan Theriault, Councilor



Timothy Guerrette, Councilor

Attest:



Jayne R. Farrin, City Clerk

From time to time there will be pieces of equipment or materials the City no longer needs (e.g. computers, lawn mowers, office chairs, etc.) or can use. This then becomes surplus property needing to be disposed. The disposal of any equipment must be balanced by the financial and resource impacts to the city, openness to public scrutiny and awareness by the City Council. To that extent, the following policies and practices shall be followed.

1. All items which are deemed surplus by a city department will be offered for use to other city departments prior to disposal of the item(s) unless such items are considered trash. For purposes of this policy, "trash" includes those items which are determined to be broken beyond reasonable repair, not readily recyclable, or not suitable for donation.
2. All items having an estimated market value less than \$300 may be disposed of by the individual departments at the discretion of the City Manager.
3. All items having an estimated market value greater than \$300 shall be compiled by the city administration and made available to the public for purchase.
 - a. The public shall be provided notice of such items via the city's website.
 - b. Items shall be listed for sale with minimum purchase price values shown.
 - c. All surplus items shall be sold as-is/where-is and on a first-come-first-served basis.
 - d. City employees and their immediate family are restricted from purchasing items which are listed on the city's website for less than 15 days.
 - e. Any items not purchased within 30 days of website posting shall be disposed of at the discretion of the City Manager.
4. Estimated market values shall be determined through an estimate, an official appraisal, an offer from another agency, Kelly blue book value or other sources available to the city.
5. Items which are fixed assets of the city must be approved by the City Council as surplus property. Items reviewed by the Council in open meeting may be "traded in" to help purchase a new or similar piece of equipment without public opportunity for purchase. Service equipment may be disposed of at a reduced value if the receiver is another government entity.
6. All items must be disposed of in accordance with any funding stipulations attached to the items original purchase.
7. All items which were city acquired through legal action must be disposed of in accordance with state and/or court order related to such items (this includes but is not limited to case evidence).
8. Purchasers shall provide payments to the City of Caribou. All payments shall be put into general city revenues unless such will be used for the immediate purchase of replacement equipment (i.e. traded-in) as part of the approved capital improvement plan.
9. The City reserves the right to refuse transactions with any person(s), organizations or corporation.

Adopted by Council Resolution 02-02-2018 on February 12, 2018