



CITY OF SANDPOINT SURPLUS PERSONAL PROPERTY POLICY

PHILOSOPHY

The City of Sandpoint recognizes that the storage, maintenance, transportation and other costs associated with maintaining surplus personal property may exceed the inventory value or fair market value of such property. Personal property has a limited economic or useful life. Accordingly, sound fiscal responsibility and good management require the expeditious disposal of surplus personal property. Therefore, it is the policy of the City of Sandpoint for the disposal of surplus personal property to:

1. Efficiently dispose of surplus personal property;
2. Allow conveyance of surplus personal property to other government agencies;
3. Offer surplus personal property for sale to the public at large; and
4. Provide for maximum value received by the City of Sandpoint with attendant benefits to its citizens.

This policy governs disposal of all surplus personal property except as specifically exempt in statute from the State of Idaho.

The City Council may declare as surplus and dispose of any item of personal property pursuant to Idaho Code, Sections §50-301. For purposes of this policy, the City Council adopts the policy of the State of Idaho, described in Idaho Code §§74-401 and 74-501 et seq., declaring that all employees of an agency, including their spouses, dependents or any other person acting on the employee's behalf, are prohibited from acquiring surplus property from the City of Sandpoint. Employees may acquire surplus property from other state or local agencies, only if the property is acquired through a competitive bid process.

Trade-in items are not considered to be surplus personal property under this policy. Any item disposed of under the terms of a buy-back contract is not considered to be surplus personal property under this policy.

Any lost, stolen, or duplicate listed inventory shall be documented before removing the item(s) from the City of Sandpoint's inventory. Divisions of the City shall provide an explanation regarding the dates and circumstances of the lost, stolen or duplicate listed inventory and any efforts to find any missing item(s).

Surplus property with historical significance will be identified, and it is recommended that the Bonner County Historical Society be notified prior to disposal of such property.

When it is determined that any personal property is of no further use to the City, such property will be managed and disposed of according to the following guidelines. All proceeds from the sale of surplus property shall be deposited in a City account as determined by the Mayor, City Administrator, and/or City Finance Director.

A. Declaration as Surplus

1. Requirements of Declaration

The City Council shall declare, by resolution, all surplus personal property of no further use to the City.

2. Nominal Value Surplus Property Exempt

The City Council may also exempt surplus personal property of nominal value from declaration. Nominal value is a current value of less than what it would cost to dispose of the surplus item at an auction or refuse site.

B. Authorization to Dispose

All city-owned personal property for which inventory tracking is established shall be managed in accordance with the declaration and disposal methods, and the authorization granted by the City Council to dispose of such surplus property, as described herein.

C. Methods of Disposal

The City will optimize the benefit to its citizens and other government agencies while utilizing the most efficient mode of disposal described below.

1. Sale

a. Sell surplus property to a state, local, or federal public agency (city, county, school district, fire district, irrigation district, etc.) in Idaho, pursuant to Idaho Code §§67-2322 – 2325; or

b. Sell surplus property to the public at large to the highest bidder after advertisement of public sale for at least two (2) weeks in a newspaper of general circulation pursuant to Idaho Code Sections §60-106 and §60-109, giving the time, place and any sale conditions thereof, and after offering the surplus property for sale:

- i. At a regularly held public auction; or
- ii. At a City of Sandpoint conducted public auction; or
- iii. By receipt of written competitive bid in response to the aforementioned public advertisement; or
- iv. By electronic auctioning on the Internet.

2. Transfer

- a. Transfer surplus property to a state, local or federal public agency (city, county, school district, fire district, irrigation district, etc.) in Idaho, pursuant to Idaho Code §§67-2322 – 2325; or
- b. Transfer surplus property of nominal value without public advertisement or auction to a charitable organization that qualifies under Section 501(c)(3) and 501 (c)(19), of the Internal Revenue Code (See Appendix herein), when such transfer renders a benefit to the City and its citizens.

3. Recycle

If surplus property cannot be transferred or sold, the City shall recycle such surplus property whenever possible.

- a. When recycling surplus property for cash or other monetary payment, a Division Supervisor is required to take the property to the recycling facility and accept the cash or monetary payment on behalf of the City. The Division Supervisor shall submit this cash or other monetary payment to Finance Director, along with receipt provided from the recycling facility.

4. Discard

When the above disposal options are not feasible, the City shall discard such surplus property as required by law and staff shall consult with the Procurement Manager for direction and process requirements

PROCEDURES

To assist in achieving this policy, City staff are asked to perform the following procedures.

Step One - Declare Surplus Property

A. Identify Property

Identify the personal property category (i.e. vehicle, equipment, etc.), provide property description, quantity, condition, estimated value and availability date for City Council declaration of surplus property. Once declared surplus property by City Council, the property will be disposed of as outlined in Section C, Methods of Disposal.

The City Council shall authorize and make declarations when preparing to dispose of surplus personal property.

B. Retain Records

The City shall retain records evidencing the dates and method of sale or disposal of its surplus property in accordance with this policy and its policy governing retention of public records.

Step Two Disposal Authorization

B. City Council Approval and Authorization

The City Council shall declare, approve, and authorize the disposal of all surplus personal property.

C. Disposal and Retention of Records

Upon City Council approval, surplus personal property may be disposed of according to the provisions of this policy.

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