

**CITY OF DERBY
DISPOSAL OF SURPLUS/SCRAP EQUIPMENT**



Policy for the Disposal of Surplus/Scrap Equipment.

(a) The procedure for disposal of all city surplus/scrap equipment having an anticipated salvage value of one thousand dollars (\$1,000.00) or greater is as follows:

1. The department head shall prepare a list of city surplus/scrap equipment requested for disposal, with a stated value of each item, and recommend a disposal method to the Finance Director.
2. The Finance Director shall make a recommendation to the Operations & Procedures Subcommittee of the Board of Aldermen/Alderwomen.
3. The disposal method shall be recommended by the Operations & Procedures Subcommittee to the Board of Aldermen/Alderwomen.
4. The Board of Aldermen/Alderwomen, by majority vote of its members, shall make final recommendation as to the disposal method.
5. Funds, if any, resulting from the disposal of such surplus/scrap equipment will be deposited into the General Fund of the City of Derby as unanticipated revenue.

(b) The procedure for disposal of all city surplus/scrap equipment having an anticipated salvage value of less than one thousand dollars (\$1,000.00) is as follows:

1. The department head shall prepare a list of city surplus/scrap equipment requested for disposal, with a stated value of each item, and recommend a disposal method to the Finance Director.
2. Upon receipt of said equipment list, the Finance Director shall forward said equipment list to the Operations & Procedures Subcommittee, who shall forward said equipment list to the Mayor's Office.
3. The Mayor's Office shall publish and circulate a letter to all City of Derby department heads describing the equipment and soliciting letters of interest in the subject equipment.
4. On or after fifteen (15) business days of said letter being published and circulated, the following shall occur:
 - a. Transfer such equipment interdepartmentally, as per the direction of the Mayor; or
 - b. Sell the equipment not transferred interdepartmentally as described in subsection (b) 3a of this section to the highest bidder with all monies received deposited in accordance with subsection (a) 5 herein; or
 - c. Dispose as junk such equipment not transferred or sold as outlined in subsection (a) or (b) of this section.

DISCUSSION REGARDING A PROPOSED POLICY AND/OR RESOLUTION FOR THE DISPOSAL OF CITY-OWNED PROPERTY OF A CERTAIN MONETARY VALUE NECESSARY FOR APPROVAL BY THE BOARD OF ALDERMEN/ALDERWOMEN. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN.

Ms. DeGennaro said Mr. Sampson proposed policy procedures last month.

Board of Aldermen
Operations & Procedures Subcommittee Meeting
February 27, 2020 – Joan Williamson Aldermanic Chambers
Page 2 of 6

(Proposed Changes in bold below)

Sec. X-X. - Disposal of City of Derby surplus/scrap equipment.

- (a) The procedure for disposal of all city surplus/scrap equipment having an anticipated salvage value of one thousand (\$1,000.00) or greater is as follows:
1. The department head shall prepare a list of **city surplus/scrap** equipment requested for disposal, **with a stated** value of each item, and recommend a disposal method to the Operations and Procedures Subcommittee of the Board of Aldermen/Alderwomen.
 2. The **disposal method** shall be recommended by the **Operations and Procedures Subcommittee** to the **Mayor's Office**, the Board of Aldermen/Alderwomen, the chairperson of the Board of Apportionment and Taxation **and the Finance Director**.
 3. The Finance Director shall make a recommendation to the Board of Aldermen/Alderwomen as to the disposal method.
 4. The Board of Aldermen/Alderwomen **by majority vote of its members shall make final recommendation as to the disposal method.**
 5. Funds, if any, resulting from the disposal of such surplus/scrap equipment will be deposited into the General Fund of the City of Derby as unanticipated revenue.
- (b) The procedure for disposal of all city surplus/scrap equipment having an anticipated salvage value of less than one thousand dollars (\$1,000.00) is as follows:
1. **The department head shall prepare a list of city surplus/scrap equipment requested for disposal with a stated value of each item, and forward said list to the Operations and Procedures Subcommittee of the Board of Aldermen/Alderwomen.**
 2. **Upon receipt of said equipment list, the Operations and Procedures Subcommittee shall forward said equipment list to the Mayor's Office, who shall publish and circulate a letter to all City of Derby department heads describing the equipment and soliciting letters of interest in the subject equipment.**
 3. **On or after fifteen (15) business days of said letter being published and circulated, the following shall occur:**
 - a. Transfer such equipment interdepartmentally, as per the direction of the Mayor;

- b. Sell the equipment not transferred interdepartmentally as described in subsection (b) 3a of this section to the highest bidder with all monies received deposited in accordance with subsection (a) 5 herein; or
- c. Dispose as junk such equipment not transferred or sold as outlined in subsection (a) or (b) of this section.

A MOTION was made by Mr. Sampson with a second by Ms. Widomski to recommend to the full Board of Aldermen/Alderwomen the proposed policy and/or resolution for the disposal of City-owned property of a certain monetary value necessary for approval. **Motion carried.**

1-23-2020 Meeting

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3. The disposal method shall be recommended by the Operations & Procedures Subcommittee to the Board of Aldermen/Alderwomen.
4. The Board of Aldermen/Alderwomen, by majority vote of its members, shall make final recommendation as to the disposal method.
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