

## CITY OF MINNEAPOLIS

### Surplus Property Disposition Policy

**Applies to:** All City Staff that wish to dispose of personal property no longer needed for City operations

**Synopsis:** Establishes the procedure for disposing city surplus property no longer needed for city operations

**Council Approval Date:** July 22, 2016

**Effective Date:** July 22, 2016

**Links to Related Regulations:** [Uniform Contracting Law](#) and [Disposal of surplus property Ordinance](#)

**Administering Department:** Finance and Property Services – Procurement **Phone:** (612) 673-2167

#### POLICY STATEMENT

The City of Minneapolis is committed to maximizing for its stakeholders the potential value received upon the disposal of personal property no longer required for City operations (“Surplus Property”). Disposal of Surplus Property is necessary as goods and equipment used for City operations becomes unusable or are replaced due to damage, obsolescence or the need for upgraded goods and equipment to facilitate efficient City operations.

It is the policy of the City of Minneapolis to dispose of Surplus Property in a manner that will serve a “public purpose.” Disposal of Surplus Property may occur by sale or donation. Regardless of the manner of disposition, the City will determine the economic value of the Surplus Property in a manner that is both transparent and accountable for the benefit of City staff, decision makers and stakeholders. It is in the City’s best interest to have a documented Surplus Property process to provide guidance and authority for the disposal of Surplus Property. This policy applies to all City of Minneapolis non-real property (i.e. personal property) determined to be “Surplus Property.”

The Purchasing Director (Agent) or designee is responsible for the development, establishment and maintenance procedures of this policy, and to ensure that the procedures are in compliance with applicable laws, City ordinances policies and rules.