

18.160. - Disposal of surplus property.

A department, board or agency of the city may sell, donate or dispose of any non-real property ("surplus property") belonging to the city, board, or agency, as the case may be. Whenever the value of the surplus property is estimated to exceed five hundred dollars (\$500.00), written notice of the intent to dispose of the surplus property by donation shall be delivered to the purchasing department. The purchasing department's procurement director or designee shall provide an estimate of the market value of the surplus property to the finance officer and to the city department, board or agency that wishes to dispose of it. For proposed donations of surplus property, the department will present to the city council a resolution and a recommendation to donate the surplus property based upon the principles contained in the city Policy and Procedure for Disposal of Surplus Property. The Policy and Procedure for Disposal of Surplus Property will be prepared and updated by the finance department. (Code 1960, As Amend., § 471.160; 98-Or-117, § 1, 10-16-98; [Ord. No. 2016-021](#), § 1, 3-18-16)