



CITY OF WATERVILLE

SALE OF CITY PROPERTY

PURPOSE

The purpose of this policy is to establish guidelines and procedures for the sale of city-owned property (excluding real estate). It ensures transparency and efficiency.

PROCEDURE

The City Manager is authorized to sell City Property (excluding real estate) according to the following requirements:

1. This policy shall only apply to property (e.g. phones, computers, desks, etc.) which have an estimated value of \$10,000 or less.
2. For property with an estimated value of \$2,500 or less the City Manager may sell said property by placing a notice on the City's website for a period no less than 10 days prior to bids being due.
3. For property with estimated values from \$2,500 to \$10,000, the City shall place a notice on the City's website at least 14 days prior to bids being due.
4. All bids shall be submitted as sealed bids.
5. The City Manager is authorized to approve trade-ins of vehicles and/or equipment towards the purchase of vehicles and/or equipment.
6. Sales to governmental or non-profit organizations are exempt from these requirements. In such cases, the City Manager will be responsible for establishing a price which is in the best interest of the City.
7. The City Manager shall maintain a record of all property sold under this policy and report to the Council on a periodic basis.

APPROVED

Waterville City Council
August 6, 2013
(Resolution 130 -2013)

Waterville City Council
September 17, 2024
(Resolution 188-2024)