

City of Berkeley Lake Equipment/Property Disposal Policy

The purpose of this policy is to define the process and authority by which the City of Berkeley Lake disposes of an asset that is broken, has been replaced, is no longer useful to the City, or has reached the end of its useful life.

Current Value	Is the equipment functional?	If not, can it be repaired?	Is repair financially feasible?	Is it useful in functioning state?	Has the item been replaced?	Required Authority for Action	Action Options
Greater than \$2000	No	Yes	Yes	Yes	No	Council	Repair
	No	Yes	No	Yes	No		Discard, Recycle, Donate
	No	Yes	No	Yes	Yes		Discard, Recycle, Donate
	No	No					Discard, Recycle
	Yes			No	No		Discard, Recycle, Donate
	Yes			Yes			Discard, Recycle, Donate, Sell at Market Value
Less than or equal to \$2000	No	Yes	Yes	Yes	No	Mayor	Repair*
	No	Yes	No	Yes	No		Discard, Recycle, Donate
	No	Yes	No	Yes	Yes		Discard, Recycle, Donate
	No	No					Discard, Recycle
	Yes			No	No		Discard, Recycle, Donate
	Yes			Yes			Discard, Recycle, Donate, Sell at Market Value

Disposition of affected assets shall be updated on the Asset List.

*Repair authorization expenditures are subject to applicable City of Berkeley Lake ordinances, including, but not limited to sections 54-56 and 54-59.