

ADMINISTRATIVE REGULATION

Disposal of Junk or Salvage Material

Number: AR-2004-06

Eff. Date: 05/18/2004

Supersedes: N/a

Date: N/a

City Manager's Approval: _____

SECTION 1. PURPOSE

Establishment of policies and procedures to meet the following objectives for the disposal and sale of junk or salvage materials:

- Compliance with NMSA 1978 3-54-2. Sale, exchange and gift of property and NMSA 1978 57-18-21. Salvage materials.
- Control and accounting of assets.
- Consistency.

1.1 The City of Aztec may sell personal property for cash at public or private sale without notice where it is shown to the governing body that such property does not exceed the value of two thousand five hundred dollars (\$2,500).

1.2 The City of Aztec may sell personal property having a value of more than two thousand five hundred dollars (\$2,500) at public or private sale. If a private sale is held under this subsection, such sale shall be held only after notice is published at least twice, pursuant to the provisions of Subsection J of Section 3-1-2 NMSA 1978, not less than seven days apart, with the last publication not less than fourteen days prior to the sale. (For language of these provisions contact the City Clerk or Finance)

1.3 If a public sale is held, the bid of the highest responsible bidder shall be accepted unless the terms of the bid do not meet the published terms and conditions of the City, in which event the highest bid which does meet the published terms and conditions shall be accepted; provided, however, the City of Aztec may reject all bids. Terms and conditions for a proposed sale or lease shall be published at least twice, not less than seven days apart, with the last publication no less than fourteen days prior to the bid opening, and shall be published according to the provisions of Subsection J or Section 3-1-2 NMSA 1978.

SECTION 2. RESPONSIBILITY

It is the responsibility of all departments to adhere and follow this process.

All scrap metal and salvage material shall be weighed by a weigh master where scrap metal and salvage materials are purchased or sold by dealers, brokers or commission merchants on the basis of weight obtained from a vehicle scale.

All sales must be substantiated by a weight ticket in order to document the value of the sale is consistent with the Two Thousand Five Hundred (\$2,500) limit set by Section 1.1 above. Under the Two Thousand Five Hundred (\$2,500) threshold, sales can be made on an as needed basis with tickets identifying items sold provided to finance along with the proceeds of the sale.

If the weight or value exceeds the Two Thousand Five Hundred (\$2,500) limit then Section 1.2 must be adhered to after having followed the due process and approval from City Commission.

Departments should have internal policies defining types of junk or salvage materials specific to their departments essentially following the definitions below.

All sales must be approved by the department manager. All sales if in cash, check or certified funds must be issued a receipt and funds turned in the same or following day of the sale.

“Junk” means old scrap copper, brass, rope, rags, batteries, paper, trash, rubber, debris, waste, or junked, dismantled or wrecked automobiles or parts thereof, iron steel and other old or scrap ferrous or nonferrous material.

For purposes of this policy the term “junk” and “salvage material” are used interchangeably and are deemed to be one and the same.

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(Date of Receipt)

I _____ am in receipt of the Administrative Regulation entitled Disposal of Junk or Salvage Material and understand that I am required to read and become familiar with this regulation. If I have questions or need further clarification I will contact my Supervisor/Department Head, City Manager or the Human Resources Department.

Employee Signature

Date

For Human Resources Use Only

Date Received: _____

HR Representative: _____