

RESOLUTION NO. 19-32

A RESOLUTION TO ADOPT A POLICY TO PERMIT EMPLOYEES WHO SEPARATE FROM THE CITY FOR REASONS OTHER THAN TERMINATION FOR DISCIPLINARY VIOLATIONS TO ACQUIRE PERSONAL USE PROPERTY AT FAIR MARKET VALUE

WHEREAS, employees of the City may acquire property in their employment capacities with city funds which are unsuitable or less than optimal for use by current or successor employees;

WHEREAS, the City desires to establish a policy whereby the separating employee may benefit from the acquisition of used, obsolete, personalized or highly specialized property owned by the City, while the taxpayer benefits from having such property disposed upon terms which beneficial to the city and which may be replaced, if necessary, with more efficient property.

THEREFORE be it RESOLVED by the Council of the City of Hillsboro, State of Ohio, that

SECTION ONE: The following policy is hereby adopted:

ACQUISITION OF CERTAIN PROPERTY UPON SEPARATION OF SERVICE

Any separating employee of the City may acquire from the City property owned by the City under the following conditions:

1. The property value at the time of separation has a value no greater than \$1,000.
2. The property is personal to separating employee and is not relied upon by any other department or employee of the City.
3. The employee pays the fair market value for the property to the City Auditor before separation, or within 30-days after separation.
4. The property is completely relinquished to the City by the separating employee together with an application to acquire the property from the City citing the provisions of this policy that are in compliance with this policy.
5. The Auditor shall review the application and determine the fair market value of such property and approve or disapprove the application, and state his finding as to the fair market value of the property. The Auditor may rely on information from city departments familiar with the property.
6. Upon approval of the application, separating employee may pay the fair market value of the property as determined by the Auditor and recover the property after separation from service.
7. As to property with digital memory capacity, the Systems Administrator shall insure that public records for which there are no other recordings are saved in the City record archives.
8. All funds collected under this policy shall be deposited in the appropriate revenue fund of the City, otherwise, such money collected shall be placed in the general fund.

SECTION TWO: This RESOLUTION shall become effective upon passage by a majority of Council and approval by the Mayor.

Passed: _____ President: _____

Attested: _____, Clerk

Approved: _____, Mayor Date: _____

