



ADMINISTRATIVE POLICY

Number: III-7

Issued:

Jurisdiction:

SURPLUS PROPERTY

I. PURPOSE

To provide a uniform procedure for the declaration and disposal of surplus property including automobiles, office equipment, and construction materials owned by the City of Capitola no longer needed or used by the City.

II. POLICY

No department shall dispose of surplus property without prior notification to the City Manager and approval and authorization from the City Council.

Department Heads will coordinate surplus sales with the Finance Director or his/her designee at any time with notice and approval as mentioned above.

An outside vendor, selected using the City Purchasing Administrative Procedure, will be used to dispose of all surplus property. All proceeds from the sale of surplus property will be submitted to the Finance Department with a complete list of disposed of items and deposited in the Equipment Replacement Fund.

III. DEFINITIONS

As used in this Chapter, the following words have the meanings given below:

“Property” means the personal property other than lost, stolen, confiscated, or abandoned property, which is the subject of this Policy, and motor vehicles.

“Surplus” when applied to property means property, which is serviceable and valuable for uses other than, scrap or salvage but is deemed to be either unfit or uneconomical for City use.

“Salvage” or “Scrap” means materials of scrap metal, wood, paper or other materials, which are neither used nor useful for the purpose for which they were originally designed or used.

IV. DETERMINATION THAT PROPERTY IS SURPLUS

Whenever any Department Head of the City of Capitola determines that any property under their jurisdiction is surplus and that there is no present or prospective reasonable use to which his/her department may put said property, he/she shall report that fact to the City Manager. The

report shall contain a description of the property, its condition, and the quality of such items available, and shall state the location where it may be viewed.

V. REALLOCATION WHEN FEASIBLE

The City Manager shall evaluate the surplus property for possible current or future use within the City. If the City Manager finds no reasonable use for the property, then he/she will notify the coordinating department head who shall inform each of the department heads that the property is available. Each of these Department Heads shall notify the coordinating department head if he/she can use the property in his/her department, or, if not, recommend disposal to the coordinating Department Head.

VI. DISPOSAL RECOMMENDATION

If there is no known reasonable use of the property for City purposes as determined by the City Manager, the coordinating Department Head shall notify the Finance Director in writing of their intent to dispose of the property in a manner authorized by this Chapter which is deemed appropriate by the City Council. A copy of the written disposal recommendations, which shall list all property to be disposed, shall be submitted as a staff report to the City Council for declaration of surplus and authorize disposal.

VII. TIME AND MANNER OF SALE

When possible, surplus property shall be accumulated at a central location until enough surplus property has accumulated to warrant a sale. The coordinating Department Head shall warrant a copy of the

would be obtained through a sealed bid or public auction sale. In the event of public auction or sealed bid sale, all sales shall be in cash.

All proceeds received from the sale shall be delivered to the Finance Director for deposit in the Equipment Replacement Fund.

X. SALE AS SCRAP OR SALVAGE, DONATION, DESTRUCTION

The authorization for sale of surplus property pursuant to SEC 9 above shall not preclude disposal of surplus property as scrap or salvage when such property appears to the Department Head to have negligible value. Items of surplus property may be sold as scrap or salvage or donated when the property cannot be sold through the preceding procedures. Property, which cannot be sold as scrap or salvage or donated, shall be destroyed or disposed of upon approval and authorization of the City Council.

XI. IMMEDIATE DISPOSAL

Compliance with SEC. 1-11 shall not be required in the case of property which might result in the injury to the health or safety of the public. The City Manager shall dispose of such property in whatever manner he/she deems appropriate in his/her discretion and notify the City Council at the next regularly scheduled meeting.

This policy is approved and authorized by:

Richard Hill
City Manager