



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Surplus Asset Disposal
INITIAL EFFECTIVE DATE	December 18, 2017
LAST REVISION DATE	April 23, 2018
POLICY NUMBER	13.05

OBJECTIVE This policy provides guidelines for how the City will dispose of surplus assets.

SCOPE This policy applies to all employees and City Council Members.

POLICY

"Surplus property" means personal property that possesses some usefulness for the purpose for which it was intended, is not waste, is not currently needed by its owner, and is not required for the owner's foreseeable needs. See Local Gov't Code § 263.151. Surplus materials and equipment includes any personal property such as furniture, fixtures, equipment, vehicles, tools, clothing, or such other items of value, which have lost useful value to the City or have become obsolete. All property is owned in the name of the City of Watauga and is not vested in any specific department.

The Director of Public Works will recommend real property for the City Council to review before it is declared surplus. The City Council shall determine when the recommended property meets the definition of "surplus property" by vote.

Once the property has been declared surplus by City Council, surplus equipment may be disposed of by one of the following methods:

- Sold competitively by public auction or by accepting sealed bids;
- Traded in for new equipment; or
- If the item has no value except for salvage, the City Manager or his designee, may authorize such items to be sold as scrap.

The Fleet and Facilities Superintendent will dispose of surplus property and salvage items by posting notice, advertising in the legal newspaper, and requesting sealed bids or by using a public auction. When the equipment, material or other property becomes surplus, an auction sheet will be filled out and required pictures of surplus items will be submitted to the Fleet and Facilities Superintendent. City decals must be removed from all surplus City vehicles and machinery before sale.

Before trading in equipment, the department head must prepare a memo to the City Manager stating the piece of equipment to be traded-in, reasons for it being declared surplus, the original

purchase price, and the value of the trade-in. After approval of the City Manager, the requesting memo and approval must be submitted to the Finance Department. Also, an asset deletion sheet must be completed and sent to the Finance Department when the equipment is traded-in.

City employees/City Council Members and their immediate families may not purchase any surplus city property either by sealed bid, at an auction, or resale from a trade-in.