

Surplus Checklist

Done

1.	Identify that you have unwanted items in your department.	
2.	Send a photo and a small explanation to the surplus coordinator.	
3.	<p>If it's an item that may be useful to another department, send a City wide email with a photo of the item. Give details; dimensions, where it is, when it is available, etc.</p> <p>➤ If another department can use your item, transfer the item to that department, and update your small and attractive assets list.</p>	
4.	Write the Declaring Surplus Memo to the City Manager (CM). This needs to be a detailed statement of the item(s), where it is, why you don't need it anymore, how much it's worth, what you paid for it, and what you would like to do with it. (EX- donation, garbage, sell it, etc.) – <i>See Attachment 1.</i>	
5.	Send the Memo addressed to the CM to the surplus coordinator (Bobbi in Finance).	
6.	Get a response from the surplus coordinator and the CM, giving you permission to dispose of the item (sell, donate, garbage, etc.).	
7.	Dispose of the item in the way listed above by the CM response memo. Unless the item is being sold, then work with the surplus coordinator. (see #9)	
8.	Give a receipt to the surplus coordinator. (Goodwill will give a gift receipt, the dump will give a receipt/ charge, etc.)	
9.	If the item is being sold on the Public Surplus website- you will need to work with the surplus coordinator on details about the item. You will need to be the point person when it comes to questions, or comments about the item from the public. It will need to stay at your location until it is sold and picked up by the new buyer.	
10.	The City is required to collect and remit sales tax, as well as get a waiver from the buyer- Items are all sold AS IS, and the City will take no responsibility for the item after it has left the City facility. - See Attachment 2.	

11. If the item was originally purchased using Utility Funds there is an extra step with a public hearing. This will involve the surplus coordinator, the City Manager, and the City Attorney. Please notify the surplus coordinator if you believe your item falls into that category.

- RCW 35.94.040 - this statute requires that a public hearing be held if property (real estate or personal property) originally purchased for utility purposes is no longer needed for that use and the city desires to lease, sell or convey the property. A hearing is required regardless of the value of the property.

Submitted By:

	Surplus Coordinator	
1.	Verify item is less than \$10K and is ok for CM approval.	
2.	<i>If Applicable-</i> Send the info to PW to add to their webpage for 3 days. <i>Utility Items only.</i>	
3.	<i>If Applicable-</i> Get screen shots of utility item posted on PW website.	
4.	Send the memo to the CM's Assistant for approval.	
5.	Send the approved memo back to surplus requestor.	
6.	<i>If applicable-</i> List and sell item on the surplus website.	
7.	Attach receipt from sell or disposal of item to approved memo. Verify Sales tax was collected, and remitted to the State.	
8.	Get the original copy of the "AS IS" form signed by buyer.	
9.	Scan copy of full packet onto G. Drive.	

MEMO

TO: John Mauro, City Manager

FROM:

SUBJECT: Surplus Items

The Port Townsend Municipal Code (PTMC) authorizes the City Manager to make all decisions that personal property is surplus to the City's needs, based upon the criteria stated in PTMC Chapter 3.44. If the value of the property does not exceed \$10,000.00, no public or administrative hearing is required.

The _____ would like to surplus the following:

-
-

I am requesting that you declare these items surplus so they can be disposed of in the way marked below:

Donated to a Non- Profit Organization. (Habitat, Goodwill, etc)		Receipt required
Sold on the Public Surplus Website, or Sold to an organization.		Information sent to BC- Finance.
Disposed of as trash- Taken to dump		Receipt/ Bill Required

The items listed above were recommended by _____ to be declared surplus in accordance with PTMC 3.44.030.C

By signing you agree the above items are no longer useful to the City, and the cost to repair would be more than the item is worth.

Requestor

By Signing you agree to the above items being surplus in the fashion marked above.

City Manager

MEMO

TO: John Mauro, City Manager
FROM:
SUBJECT: Surplus Items UTILITY

The Port Townsend Municipal Code (PTMC) authorizes the City Manager to make all decisions that personal property is surplus to the City’s needs, based upon the criteria stated in PTMC Chapter Personal Property – Public Utility Property. In addition to the general criteria for finding that personal property is surplus to the City’s needs, upon the recommendation of the Public Works Director or designee, and after conclusion of a duly noticed administrative hearing, the City Manager shall consider whether personal property owned by the City and originally acquired for utility purposes is obsolete or not required for providing continued utility service.

The _____ would like to surplus the following:



I am requesting that you declare these items surplus so they can be disposed of in the way marked below; (Choose an option below)

Donated to a Non- Profit Organization. (Habitat, Goodwill, etc)		Receipt required	
Sold on the Public Surplus Website, or Sold to an organization.		Information sent to BC-Finance	
Disposed of as trash- Taken to dump		Receipt/ Bill Required	

The items listed above were recommended by _____ to be declared surplus in accordance with PTMC 3.44

By signing you agree the above items are no longer useful to the City, and the cost to repair would be more than the item is worth.

Requestor's Signature

By Signing you agree to the above items being surplused in the fashion marked above.

City Manager