



CITY OF WHITTIER STANDARD OPERATING PROCEDURE

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SUBJECT: Vehicle and Equipment Donation Policy

EFFECTIVE DATE: 3/28/2018

ISSUE DATE: 3/28/2018

APPROVED BY:

City Manager

I. PURPOSE/AUTHORITY:

To establish City policy and procedures for the donation of City-owned surplus vehicles and equipment to schools, City partners, and other not-for-profit organizations serving City residents.

The Whittier City Council has the sole authority to approve any donation under this policy.

II. PERSONNEL AFFECTED: All departments.

III. PROCEDURE:

The City replaces or retires vehicles and equipment when no longer useful to the City. Retired items may be sold at public auction or donated to a not-for-profit organization, school entity, or other City partner.

1. **Surplus Evaluation.** Surplus items shall be evaluated by the Fleet Manager (vehicles and equipment) or Information Technology Manager (technology equipment), who may recommend donation if the item meets criteria based on condition, previous use, type, and other factors.
2. **Surplus Declaration.** For items to become eligible for donation, the City Council shall:
 - a. Declare the item as surplus and eligible for donation.
 - b. Direct staff to contact the interest list to donate the item rather than sell it at public auction.

Outreach. The City shall initially contact all not-for-profit organizations through the California Secretary of State list of California not-for-profit entities and their mailing addresses. Using this information, the City can initially invite every not-for-profit organization within Whittier to provide an email address for future notifications of surplus items. The invitation will also go to local schools and other City partners that serve City residents.



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3. Annual surplus donations will be announced via email to the interest list, posted on the City website, and mailed to newly listed not-for-profit organizations in the City. The announcement will include year, make, and model of the surplus items.
4. **Interest List.** If the City Council declares items as surplus and eligible for donation, staff shall contact the interest list to offer the donation and invite their participation in a drawing.
5. **Random Drawing.** Staff shall hold a drawing to select a recipient to recommend for award of the donation. All awards are contingent on City Council approval. Procedure for the drawing includes:
 - a. Only organizations present for the drawing are eligible to receive a donation.
 - b. Each organization must sign an attendance sheet.
 - c. A simple, fair means shall be used to randomly select a donation recipient.
 - d. Each attending organization shall have one chance of being selected.
 - e. After the drawing is completed and an organization has been selected, the name of the organization will be recorded next to surplus item.
 - f. If multiple surplus items are available for donation, each attending organization shall have an equal chance for each surplus item available.
 - g. If there are no eligible organizations present for the drawing, the surplus items will be sold at public auction.
6. **Report to City Council.** After the drawing is completed, staff shall report the results to the City Council and recommend approval of the donation or sale at public auction, including:
 - a. Drawing results
 - b. Selected recipient's information and proof of not-for-profit status
 - c. Donation agreement signed by recipient

The City Council may approve the donation or direct staff to sell the surplus item at public auction.

7. **Ownership Transfer.** Upon City Council approval, staff will:
 - a. Route agreements for City signatures
 - b. Deliver \$1 invoice and executed agreement to recipient
 - c. Prepare vehicle for transfer of title, including vehicle smog check per California Vehicle Code Section 24007 (b) (2), DMV release of liability form, and removal of exempt license plates (unless the recipient is a governmental entity)



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8. **Transportation.** The recipient shall make all necessary arrangements for the transportation of the donation to its facilities within 30 calendar days of agreement execution. Arrangements shall include the procurement of all necessary insurance, licenses, and permits required in connection with its removal from City property.
9. **Donation Use.** Donations are intended to be utilized by the recipient agency. Donations are not intended for monetary value alone and the recipient shall not directly sell the donated item.
10. **Reporting.** After two years of experience with the donation, the recipient shall report to the Fleet Manager regarding the performance and use of the donation. This report shall be presented to the City Council.

IV. DEFINITIONS:

"Not-for-Profit Organization" is an organization with current not-for-profit status from the California Secretary of State. The organization must provide services to City residents. The headquarters or mailing address is not required to be within the City.

"Interest List" includes nonprofit service organizations, schools, City partners, and other not-for-profit organizations serving City residents and approved by the City Council as eligible to receive donations. The City Council may decline to approve applicants as potential recipients if they do not meet the criteria set forth in this policy.