

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: December 8, 2025

FROM: Mandy Bajusz, Procurement Manager

SUBJECT: Resolution 2025-50 - A Resolution Declaring Certain Equipment Surplus and Providing for the Disposal of Such Property

INTRODUCTION:

The purpose of this agenda item is to request approval from the Board of Mayor and Aldermen to declare certain police firearms, security equipment, fire and safety equipment, facility appliances, heavy equipment, office furniture and other miscellaneous items as surplus.

BACKGROUND:

Individual commodities whose acquired value is \$10,000 or more, and all computers and portable radios, must be placed in the Town's fixed asset inventory and be issued an asset tag. (This policy also applies to all items acquired prior to July 1, 2010, and valued at \$500 or more; July 1, 2014, and valued at \$1,000; and December 12, 2022, and valued at \$5,000.) The Finance Department issues the tag to track each asset for inventory and depreciation purposes. The asset remains on the Town's fixed asset inventory list until the user department deems it obsolete and/or it reaches the end of its useful life, at which point, it is the Town's policy the item be formally surplus and disposed of in the manner determined best suited to the Town's purposes.

The surplus procedure begins with the department's decision an item needs to be surplus. The department asks the following questions:

- Is the item in working condition?
- Is the item obsolete or broken?
- What is the current fair market value of the item?
- Is the item saleable?
- Has the department been contacted by another department regarding transfer of the item?
- Has the department been contacted by another governmental entity regarding purchase or donation of the item?

The department then completes and submits the Surplus Request form along with supporting documentation to the Finance Department, where the request is processed in preparation for removal of the asset from the Town's fixed asset inventory records.

A resolution of surplus ready items is prepared and forwarded to the Procurement Manager for report preparation and presentation to the BMA for approval to formally surplus and dispose of the item(s). Once approved, staff prepares to dispose of the item(s) by means of a web-based online auction service, recycling, donation, departmental transfer or by any other means determined to be in the best interest of the Town.

DISCUSSION:

Resolution 2025-50 (attached) contains the fixed asset numbers and descriptions of certain police firearms, security equipment, fire and safety equipment, facility appliances, heavy equipment, office furniture and other miscellaneous items no longer in use. The requested surplus declaration will complete the formal surplus process by approving the removal of these items from the current fixed asset database. All surplus equipment is disposed of by the most advantageous method and the planned method of disposition is noted on the resolution.

No donation requests are associated with this surplus resolution.

BUDGET IMPACT:

There is no budget impact.

ATTACHMENTS:

[Resolution 2025-50.pdf](#)

PROPOSED MOTION:

To approve Resolution 2025-50 declaring certain equipment surplus for removal from the Town’s fixed asset database.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						