

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: August 11, 2025

FROM: Valesa Wells, Finance Director

SUBJECT: Resolution 2025-39 - A Resolution Declaring Certain Property Surplus and Providing for the Disposal of Such Property

INTRODUCTION:

The purpose of this agenda is to request approval from Board of Mayor and Aldermen to declare a certain police vehicle 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 asset 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 this point, the Town's policy allows the item be deemed surplus and formally disposed of in the manner determined best suited to the Town's purposes.

The surplus procedure begins with the department making a need to surplus determination by asking 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?

Once a determination to surplus is made, the department completes and submits the Surplus Request form along with supporting documentation to the Finance Department. The surplus request is processed in preparation for removing the asset from the Town's fixed asset inventory records.

A resolution of surplus ready items is provided to the Procurement Manager to prepare the board report 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:

Collierville's Police Department (CPD) has received a request for surplus law enforcement equipment, specifically patrol vehicles, from the City of LaGrange, TN's police department. CPD has identified patrol vehicle P-907 as eligible surplus equipment as it is no longer in use by the department. Resolution 2025-33 (Exhibit A) contains the fixed asset number and description of this police vehicle. The requested surplus declaration will complete the formal surplus process by approving the removal of this item 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.

A donation request was submitted and a separate request to approve the donation will be submitted by Collierville Police Department.

BUDGET IMPACT:

This resolution has no direct budget impact.

ATTACHMENTS:

[Resolution 2025-39.pdf](#)

[Letter from Lagrange Police Department.pdf](#)

PROPOSED MOTION:

To approve Resolution 2025-39 declaring a certain police vehicle 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						