

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: April 28, 2025

FROM: Mandy Bajusz, Procurement Manager

SUBJECT: Resolution 2025-22 - A Resolution Declaring Property 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 vehicles, gym equipment, flow meters, pallet jack, stock parts and other miscellaneous items as surplus.

BACKGROUND:

Assets valued at \$10,000 or more, including all computers and portable radios, must be recorded in the Town's fixed asset inventory and issued an asset tag by the Finance Department for tracking and depreciation purposes. Items acquired before specified dates are subject to value thresholds: \$500 (prior to July 1, 2010), \$1,000 (prior to July 1, 2014), and \$5,000 (prior to December 12, 2022). Assets remain in the inventory until deemed obsolete or at the end of their useful life, at which point they are formally surplus and disposed of per Town policy.

The surplus process begins when a department determines an asset should be surplus. The department evaluates its condition, obsolescence, market value, saleability, and potential for transfer or donation. The department submits a Surplus Request form and supporting documents to the Finance Department, initiating its removal from inventory records.

A resolution for surplus items is prepared and sent to the Procurement Manager, who drafts a report for BMA approval. Once approved, items are disposed of via online auction, recycling, donation, transfer, or other methods aligned with the Town's best interests.

DISCUSSION:

Resolution 2025-22 (Exhibit A) lists fixed asset details for vehicles, gym equipment, flow meters, pallet jack, stock parts, and other items no longer in use or at the end of their useful life. Approval of the surplus declaration finalizes their removal from the fixed asset database. Surplus equipment is disposed of using the most suitable method, as noted in the resolution, with no planned donations or trade-ins included.

BUDGET IMPACT:

There is no budget impact.

ATTACHMENTS:

[Resolution 2025-22.pdf](#)

PROPOSED MOTION:

To approve Resolution 2025-22 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						