# REPORT TO THE BOARD OF MAYOR & ALDERMEN

**DATE:** November 23, 2026

**FROM:** Mandy Daughdrill, Procurement Manager

**SUBJECT:** Resolution 2026-30 - 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 seized vehicles as surplus.

**BACKGROUND:**
Individual items valued at $10,000 or more, along with all computers and portable radios, must be added to the Town's fixed asset inventory and given an asset tag. This requirement also applies to items purchased before July 1, 2010 valued at $500 or more; before July 1, 2014 valued at $1,000 or more; and before December 12, 2022 valued at $5,000 or more. The Finance Department issues asset tags and tracks each item for inventory and depreciation. An asset stays on the inventory list until the department determines it is obsolete or has reached the end of its useful life. At that point, the item must be formally surplused and disposed of according to Town policy.

The surplus process begins when a department decides an item should be surplused and reviews basic questions, such as whether the item works, whether it is obsolete or broken, its fair market value, whether it can be sold, and whether another department or government entity has requested it. The department then submits a Surplus Request form with supporting documentation to the Finance Department, which processes the request and prepares to remove the asset from inventory. A resolution listing the items ready for surplus is prepared and sent to the Procurement Manager, who reports it to the Board of Mayor and Aldermen for approval. Once approved, staff dispose of the item through an online auction, recycling, donation, departmental transfer, or another method determined to be in the Town's best interest.

**DISCUSSION:**
Resolution 2026-30 (attached) lists the fixed asset numbers and descriptions for certain furniture, electronics, library collection materials, a vehicle and other miscellaneous items recommended for surplus. Approval of this resolution will complete the formal surplus process by authorizing the removal of these items from the Town's fixed asset database. The planned disposal method for each item is noted in the resolution, and all surplus equipment will be disposed of in the most advantageous manner. No donation requests are included in this surplus resolution.

**BUDGET IMPACT:**
There is no budget impact.

**ATTACHMENTS:**
Resolution 2026-30.pdf

**PROPOSED MOTION:**
To approve Resolution 2026-30 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 | | | | | | |