

Public Works Committee Report

Agenda Item: Discussion and Possible Direction Regarding Surplus Property
Meeting Date: October 4, 2022
Presenter: Mark Langer, PE, Public Works Director
Department: City Hall

Conformance with Strategic Plan:

- Affordability & Financial Stability
- Safe, Inclusive, Welcoming Community
- Diverse Opportunities for Fun and Life-Long Learning
- High Performing Organization with Professional Staff
- Environment for Business Success with Thoughtful Growth and Development

Summary

The Public Works Department is requesting direction on modification to Council Policy Number 5 Surplus Property Disposal Policy.

Analysis and Key Issues

Council Policy #5 provides a framework for the disposal of surplus property. Additional guidance is requested to determine when and what items require Common Council approval to declare as surplus property. Staff recommends modifying the Approval of Disposals section of the policy to include:

1. If, in the opinion of the department head, the City Administrator or designee, there is surplus property, he/she shall determine the best method of disposing/selling/exchanging of the asset(s).
2. Any item with an estimated value of over \$1,000 requires Common Council Approval to be declared surplus.
3. Recovered and unclaimed items that were not purchased by the City require Common Council Approval to be declared surplus.
4. Exchanging of an asset including trading equipment for replacement equipment is not required to be declared surplus.

Fiscal Impact

This request does not change the Disposition of Funds section.

Recommended Motion

Staff requests direction on when Common Council approval is required to declare an item as surplus.

Attachments

- Council Policy #5