

Town of Windsor

Memorandum

December 10, 2019

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Surplus Property

As you are aware, this fiscal year we purchased two new police cars. With the addition of a new Police Officer position this year, we will only be disposing of one police car this year so that we can maintain a reserve of two vehicles. Once this vehicle is declared surplus, we will dispose of the vehicle in accordance with Town policy. The vehicle will be put up for auction.

I am enclosing a resolution that would declare this vehicle as surplus and authorize the Town Manager to dispose of this vehicle in accordance with Town policy, in this case, we will put the vehicle up for auction.

Recommended Motion

Move that Council adopt the resolution entitled:

A Resolution Declaring Certain Non-fixed Assets
Surplus and Approving the Disposal of Said Assets.

RESOLUTION

A Resolution Declaring Certain Non-fixed Assets
Surplus and Approving the Disposal of Said Assets.

WHEREAS, in order to assure that its capital assets are accounted, tracked, and disposed of properly, the Town Council of the Town of Windsor, Virginia has adopted a capital asset policy and surplus property policy; and

WHEREAS, the surplus property policy requires that Town Council, upon the recommendation of the Town Manager, shall declare all non-fixed assets that are no longer needed or used by the Town surplus; and

WHEREAS, the Town Manager has examined the below mentioned items and determined that they are no longer needed or used by the Town; and

WHEREAS, the Police Department has received new vehicles and this existing vehicle will no longer be needed;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Windsor, Virginia as follows:

Section 1. The Town Council determines that the following items are no longer needed or used by the Town and are declared surplus:

1. 2012 Dodge Charger VIN# 2C3CDXAT5CH282871

Section 2. The Town Manager is hereby authorized to dispose of said vehicle upon the arrival of its replacement in accordance with Town Policy.

Adopted: December 10, 2019

ATTEST:

Town Clerk