

Asset Inventory and Surplus Items Policy

Definition

For the purposes of this policy, surplus property is defined as any tangible property, tools or equipment that is owned by the Town of Amherst and was acquired by the town specifically for the use of any Town employee or department and which is obsolete or no longer substantially functional, practical or cost effective for use by the Town of Amherst. Real estate and fixed buildings are not considered surplus property for the purposes of this policy.

Surplus Items

Utilizing the Asset Inventories of both the General Government and the Police Department's asset inventory lists, The Town Manager and the Chief of Police shall periodically identify items that are defined as surplus property.

All items, including materials, tools, equipment, and other items owned by the Town of Amherst and identified as surplus items by any department of the Town will be made available for use by other Town departments at no charge. The Town Manager and the Chief of Police shall dispose of all other surplus items at the earliest practical date.

Methods of Disposal

Disposal of surplus items of any reasonable worth owned by the Town shall be by either a sealed bid or public auction, or in the case of firearms or weapons, online auctions involving only licensed firearms dealers may also be utilized. No firearm shall be sold to anyone except a licensed firearms dealer or a retiring Town police officer as authorized by the Code of Virginia. Notice of pending disposal shall be published in a local paper and all known interested parties notified of the pending disposal. The Town Manager or Police Chief may enter into a cooperative arrangement with another public body to dispose of surplus items. If the other public body administers the process, the rules of that body may be followed for the sale of Town property.

This policy shall not be construed as limiting the Town Council's authority to directly donate or sell any Town property to any specific individual or organization without going through an open sale procedure or its authority to authorize an alternate disposal procedure.

This policy shall not affect the authority to the Town Manager or Police Chief to exercise opportunities to trade in any item for a replacement item.

This policy is intended to cover routine items and shall not apply to real estate or fixed buildings.

Funds

The Town Manager or Police Chief, as appropriate, shall give a report on the results of the disposal procedure to the Town Council. Any proceeds from the sale of unneeded items will be held with all other Town funds by the Treasurer.

Conflict of Interest

The Town Employees, Town Council members and Mayor and their immediate families are not eligible to purchase any item determined to be surplus.