Issue Analysis Form

Date:	August 9, 2022
Item:	Donation of Surplus Conference Table and Chairs to Fraternal Order of Police
Lead Department(s):	Commonwealth's Attorney/ County Finance
Contact Person(s):	Susan Fierro & Betsy Drewry

Description and Current Status

The office of the Prince George County Commonwealth's Attorney has a surplus conference table and four chairs that are no longer in use by her office.

These furnishing have been declared surplus, and the Hopewell/Prince George Fraternal Order of Police can use them. See surplus and donation forms as **Attachment A**.

Donation of such property to another governmental entity is allowed under the Code of Virginia §15.2-953(B).

Board Action Requested:

Approve the donation of a conference table and four chairs to the Hopewell/Prince George Fraternal Order of Police. A draft resolution is included for consideration and possible approval.

Government Path

Does this require IDA action?	☐ Yes	☒ No
Does this require BZA action?	☐ Yes	☒ No
Does This require Planning Commission Action?	☐ Yes	☒ No
Does this require Board of Supervisors action?	☒ Yes	☐ No
Does this require a public hearing?	☐ Yes	☒ No
If so, before what date?	☐ Yes	☐ No

Fiscal Impact Statement

There is limited fiscal impact to the County (loss of potential surplus sale revenues).

County Impact

Approval of the donation will allow the Hopewell/Prince George Fraternal Order of Police use of surplus property that is currently not in use by the County.

Notes

ATTACHMENT A

County of Prince George
P. O. Box 68; 6602 Courts Drive
Prince George, VA 23875
Phone: (804)722-8600
FAX: (804)732-3604

REQUEST FOR *DONATION* OF SURPLUS PROPERTY

The County may only donate or gift public property to organizations as specifically outlined in the Code of Virginia §15.2-953B. Donation of property requires approval by Board of Supervisors.

REQUEST FOR SURPLUS PROPERTY DISPOSAL FORM MUST BE COMPLETED & SUBMITTED WITH THIS FORM FOR ITEM(S) YOU WISH TO DONATE AS LISTED BELOW

Department: _COMMONWEALTH'S ATTORNEY'S OFFICE____

Dept. Contact Name: _SUSAN FIERRO_____ Phone #: ___804-733-2790_____

Description of surplus item to be donated:

Conference room table (approx. 7 ft x 3 ft) and 4 red cushioned, high-back chairs. The age of the conference room table is at least 19 years per oral history offered by a prior employee of Martin Robertson. I have no information about the age of the chairs, but the fabric is faded and the wood parts of the chair show wear and use.

Name, address and contact person of locality or organization interested in receiving a donation of surplus property from Prince George County*:

Organization Name: Hopewell/Prince George Fraternal Order of Police Lodge Foundation #17

Type of Organization: Non-profit (Foundation is 501(c)(3); Volunteer
(*Government; Volunteer Organization; Not-For-Profit, etc.)

Organization Address & Phone Number:
Chris Abraham, President (804-283-3252)
PO Box 161
Prince George, VA 23875

Please ensure that recipient organization is allowable per Code of Virginia §15.2-953B

Age, value and condition of item should be noted on the REQUEST FOR SURPLUS PROPERTY DISPOSAL FORM. This completed form should accompany this REQUEST FOR DONATION OF SURPLUS PROPERTY FORM.

Department Director/Constitutional Officer Signature — Date: 7/12/2022

Approved:

County Administrator Signature — Date: 7/15/22

Forward Approved Original to Procurement Officer. Procurement Officer will file original and forward a copy to Finance Director to be placed on Board of Supervisors meeting agenda for donation approval.

Ref: Section 190.4, Administrative Policy Manual

ATTACHMENT A

County of Prince George
P. O. Box 68; 6602 Courts Drive
Prince George, VA 23875
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REQUEST FOR SURPLUS PROPERTY DISPOSAL

Department: Commonwealth's Atty

Contact Name: Susan Fierro Phone #: (804) 733-2790

Description of item to be surplused:
7x3 conference room table

Reason for surplus:

purchased new table as office has grown and we no longer fit around this table

Approximate age of item to be surplused: 19+ years

Approximate value of item when purchased: unknown

Condition of item: Fair
Good – Fair - Poor

Department Director/Constitutional Officer Signature

7/12/2022
Date

Approved:

County Administrator Signature

7/15/22
Date

Approved original to be filed in Procurement Office.
Ref: Section 190.2, Subsection 1, Administrative Policy manual
Forms/Surplus Property.msw 08/11/06

ATTACHMENT A

County of Prince George
P. O. Box 68; 6602 Courts Drive
Prince George, VA 23875
Phone: (804)722-8600
FAX: (804)732-3604

REQUEST FOR SURPLUS PROPERTY DISPOSAL

Department: Commonwealth's Atty

Contact Name: Susan Fierro Phone #: (804) 733-2790

Description of item to be surplused:
4 red cushioned, high-back chairs

Reason for surplus:

We need more than 4 chairs to use around our conference rm table for meetings. These chairs have side arms which are limiting as certain persons and officers with duty belts cannot sit in them.

Approximate age of item to be surplused: 6+ years

Approximate value of item when purchased: unknown

Condition of item: Fair
Good – Fair - Poor

Department Director/Constitutional Officer Signature

7/12/2022
Date

Approved:

County Administrator Signature

7/15/22
Date

Approved original to be filed in Procurement Office.
Ref: Section 190.2, Subsection 1, Administrative Policy manual
Forms/Surplus Property.msw 08/11/06

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Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 9th day of August, 2022:

Present:	Vote:
Marlene J. Waymack, Chair	
Donald R. Hunter, Vice-Chair	
Floyd M. Brown, Jr.	
Alan R. Carmichael, Jr.	
T. J. Webb	

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On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; APPROVAL OF DONATION OF CONFERENCE TABLE AND FOUR CHAIRS TO THE HOPEWELL/PRINCE GEORGE FRATERNAL ORDER OF POLICE LODGE FOUNDATION #17

WHEREAS, The Office of the Prince George County Commonwealth's Attorney has a conference table and four chairs that are no longer in use and this furniture has been declared surplus; and

WHEREAS, The Hopewell/Prince George Fraternal Order of Police Lodge Foundation #17 has expressed interest in the furniture and can use it; and

WHEREAS, Donation of such property is allowable under the *Code of Virginia* §15.2-953(B);

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 9th day of August, 2022, does hereby approve the donation of a conference table and four chairs to the Hopewell/Prince George Fraternal Order of Police Lodge Foundation #17.

A Copy Teste:

_____
Jeffrey D. Stoke
County Administrator