

# Issue Analysis Form



**Date:** October 11, 2022  
**Item:** Administrative Policy Revision  
**Lead Department(s):** Human Resources  
**Contact Person(s):** Corrie Hurt or Clifton Young

## Description and Current Status

Staff has revised Administrative policy entitled Surplus Property for the Board's consideration at the October 11, 2022 meeting.

**Surplus Property** – Proposed to remove "Computer processing units and large printers (with original value over \$500)" from the list that must be disposed of in accordance with the policy. It will allow the exception so that the IT department can evaluate the equipment for serviceability. If they determine it to be unusable for county needs, they can process it for recycling, trade-in or surplus.

## Government Path

- |  |   |  |
|--|---|--|
| Does this require IDA action?                  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Does this require BZA action?                  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action?  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does this require a public hearing?            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If so, before what date?                       | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

## Fiscal Impact Statement

None.

## County Impact

Recyclers will typically pay for items they receive and the proceeds could go towards county-wide info technology equipment. Utilizing recyclers would also reduce the logistics required for technology disposal; saving staff time, improving storage space utilization, and decreasing costs.

## Notes

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 11<sup>th</sup> day of October, 2022:

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Present:

Vote:

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

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A-3

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

**RESOLUTION; PROPOSED REVISIONS PRINCE GEORGE COUNTY ADMINISTRATIVE POLICY; ENTITLED *SURPLUS PROPERTY***

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the administrative policy entitled *Surplus Property* be reviewed and considered for revision in the County's Personnel Policies;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George, this 11<sup>th</sup> day of October, 2022 does hereby amend the Prince George County Personnel Policies by approving a revision to the administrative policy entitled *Surplus Property* as requested.

A Copy Teste:

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Jeffrey D. Stoke  
County Administrator

<b>COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER:</b> 190.1 through 190.5	Page 1 of 3
	<b>SUPERSEDES:</b> May 5, 2016	<b>DATE ISSUED:</b> May 5, 2016
<b>SUBJECT:</b>  Surplus Property	<b>AUTHORIZATION:</b> Percy C. Ashcraft, County Administrator	

### 190.1 General Provisions

This policy establishes procedures for the disposition of property, other than real estate, which is "surplus" to the needs of the County. "Surplus" is defined for purposes of this policy to mean any tangible personal property owned by the County that is not needed at present or in the foreseeable future or that is no longer of value or use to the County. The procedures set forth in this policy are preferred over others except when special procedures are mandated by state law.

### 190.2 Procedure for Surplus Property

The following steps are to be taken when surplus property becomes available:

1. Fill out the Surplus Property Request form.
2. Take a picture of the item(s) to be surplus, preferably digital. If you do not have the equipment to take a digital picture, contact the Procurement Officer.
3. Submit the photo and Surplus Property Request form to the Procurement Officer.

### 190.3 Inclusions and Exemptions

All of the following items of tangible personal property MUST be disposed of in accordance with this policy:

1. Items with an original cost over \$5,000.
- ~~2. Computer processing units.~~
- ~~3. Large printers (with an original cost over \$500).~~
- ~~4.2~~ Functioning furniture and fixtures, file cabinets, chairs, tables, etc.
- ~~5.3~~ Functioning office equipment and communications equipment with an original value over \$500.

All other items of tangible personal property not on the list above may go through the surplus process if it can be of use to another County department and/or the public. Items not on the mandatory list may be disposed of at the discretion of the Department Director.

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The following items are exempted from this policy:

1. *Vehicular surplus* – to be handled by the County Garage. Contact the Fleet Manager if you have County vehicles for surplus.
2. *Confiscated and/or unclaimed items from the Police Department* – to be handled by the Prince George Police Department. Contact the Property Officer. o
- 2.3 *Technology surplus - Data processing equipment (desktops, laptops, printers, etc.) and mobile devices (phones, tablets, etc.) will be evaluated by the IT Department for serviceability. Any items determined to be unusable may be processed for recycling, trade-in, or surplus.*

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#### 190.4 Procedure for Useable Items

If surplus items, other than those exempted above, are deemed usable by the Procurement Officer, an email will go to Department Directors offering the items for County business use. If there is no interest within the County, items will be sold through a public and/or online auction.

Other localities and/or interested organizations may make a request to the Board of Supervisors to purchase or have auction items donated to them. All such requests will be at the discretion of the Board. The County may only donate or gift public property to organizations as specifically outlined in the Code of Virginia §15.2-953B. Items not disbursed to other localities and/or organizations will be sold by public and/or online auction or be sent to State surplus.

The following steps are to be taken when a donation of surplus is requested:

1. The Department Director should complete Surplus Property Request form as outlined in 190.2
2. When a Department Director receives a request to donate a surplus item, and agrees to such donation, he/she should complete the Request for Donation of Surplus Property Form. This form documents the name and contact information for the recipient organization.
3. Department Director should sign Request for Donation of Surplus Property Form and forward to County Administrator for approval.
4. The approved form is forwarded to the Procurement Officer for review.
5. Procurement Officer forwards to the Finance Director who will obtain final approval from the Board of Supervisors.

No items from County surplus are to be taken by County employees for personal use, even if it is deemed unusable. In addition, employees of the County and members of their immediate family are not eligible to bid on County surplus items at public or online auctions.

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A listing of all items deemed unusable by the Procurement Officer will be forwarded to the County Administrator for approval for proper disposal.

All surplus property and/or disposal records will be maintained in the Procurement Office.

For questions concerning surplus property, contact the Procurement Officer.

**190.5 Distribution of Surplus Property Policy to County Employees; Employee Acknowledgement**

A copy of the Surplus Property Policy shall be distributed to each County employee with an Employee Acknowledgement. Each County employee shall acknowledge receipt of the Policy by signing and dating the Employee Acknowledgement form in the presence of a witness who shall also sign and date the Acknowledgement. The executed Employee Acknowledgement shall be returned to the Department of Human Resources for filing in the respective employee's personnel file.