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**INTEROFFICE MEMORANDUM**

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**TO:** Town Council  
**FROM:** Robert Boschen, Finance Director  
**SUBJECT:** Disposal of surplus property  
**DATE:** August 8, 2013

The current ordinance allows the Town Manager or his designee to dispose of personal property by several methods. The ordinances allow a limit of ten thousand dollars (\$10,000). This amount limits the ability of the Town Manager or his designee when disposing of assets such as police cruisers and other equipment/vehicles through trades unless the trade is brought to the Town Council. It is common practice for the Town to trade older and/or partially depreciated assets for newer assets to support the operations of the Town. In these cases the assets are not sold for cash remuneration, but for their value, which is contributed directly to the newer asset. To bring each of these trades to the Town Council by an Order becomes time consuming and can delay the process of acquiring a newer, better functioning asset.

This ordinance change also allows the Town Manager or his designee to discard items with a value of less than twenty dollars (\$20.00) instead of five dollars (\$5.00).

The Finance Department requests the Code of Ordinances be amended as shown in the accompanying document.